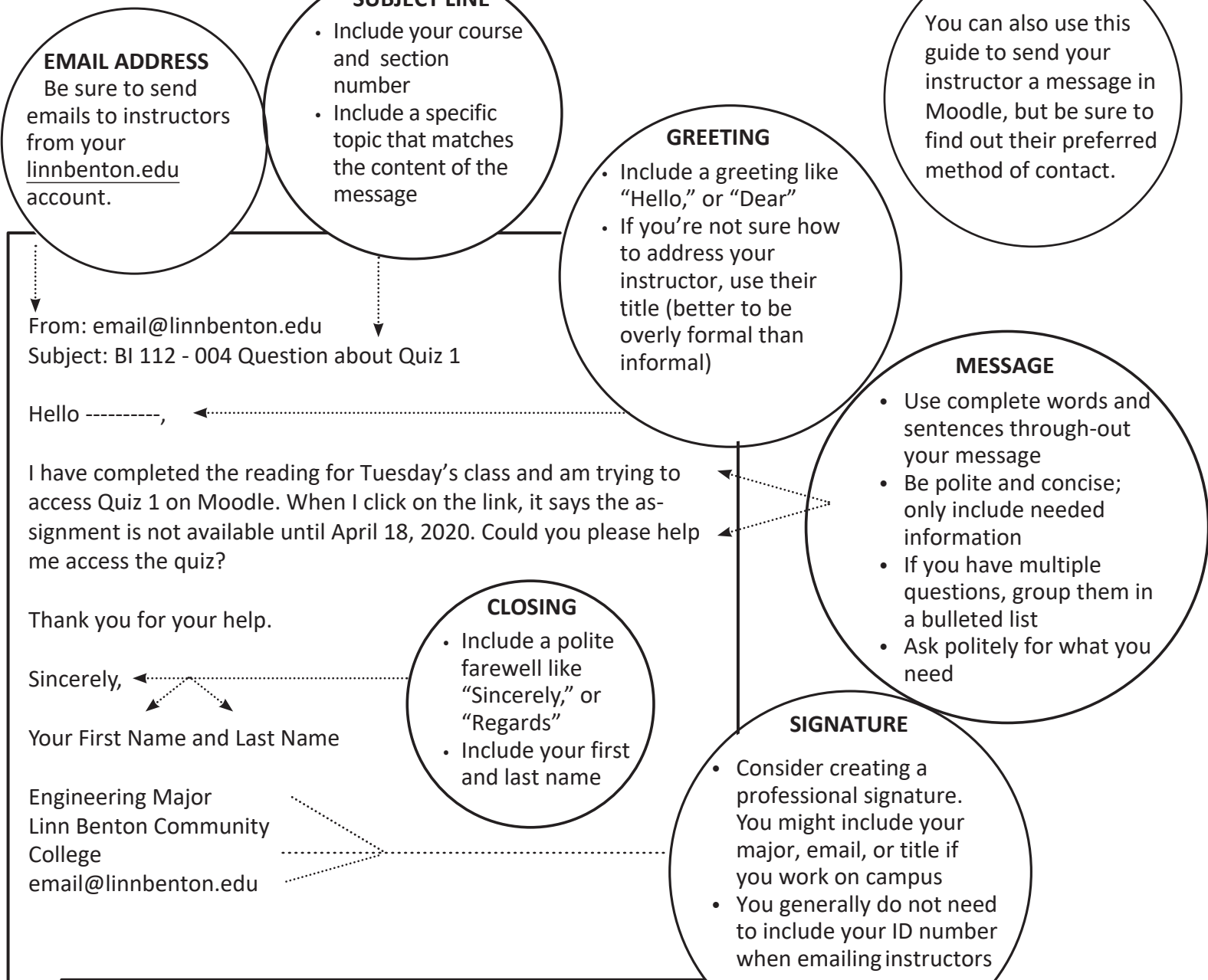


Anatomy of an Email to Your Instructor

Effective communication will be integral to your college experience, and is especially important when engaging in online/remote communication with your instructors, peers, and colleagues. These skills can be helpful when communicating with your instructors and in other professional settings.

EXAMPLE EMAIL:



MORE EMAIL TIPS AND STRATEGIES

1. If you're using your phone to email, send yourself a test message.
2. If you forward your email to another email address, be sure that when you reply to emails, the reply is sent from your address.
3. Avoid sending files without including a message.
4. Be open to adaptation and ask questions if you're not sure about expectations.