

## EMAIL ETIQUETTE 101:

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**From:** JediKnight93@aol.com<sup>1</sup>

**To:** samram@kellogg.edu

**Sent:** Sat, September 8, 2012 10:39:22 PM

**Subject:** Missed Class

Hey,<sup>2</sup>

i am in your class<sup>3</sup> this semester but have missed the first 4 days do to some unexpected problems with work and family. I would like 2 make up the work if u can send me the syllabus and all the handouts thank you. and also if i missed any important info.<sup>4</sup>

Will we b needing the book this semester<sup>5</sup> because I am on a budget. Lol!<sup>6</sup>

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<sup>1</sup> Without your actual name anywhere on this email, your professor has no way of identifying who sent this correspondence.

<sup>2</sup> This greeting is inappropriate, especially so early in the semester. Your email should open with something more formal and respectful: “Dear Professor \_\_,” or “Good morning,” etc.

<sup>3</sup> Which class? Your professor has 100-200 students each semester and most likely teaches 3-5 different courses.

<sup>4</sup> Whether you intend it or not, this is offensive. As faculty members who are responsible for your education, we take pride in not wasting your time or tuition. Every class session we hold is important.

<sup>5</sup> This is a valid question, as some faculty members under-utilize the required textbook(s); however, you should not assume that other classes will be “textbook optional.”

<sup>6</sup> You should know that your “textspeak” and poor editing reflect very badly on you. Consequently, your professor is likely debating whether or not to encourage your continued enrollment in his or her course.