# HOW TO WRITE AN EMAIL

	John Smith - Question About Exam _ 🖉 🗶
	jpark@umd.edu
2	John Smith - Question About Exam
3	Hi Professor Park,
	I hope you are well. My name is John Smith, and I am in your 3:00 PM BMGT358 class. I was wondering what time our exam is on Tuesday?
	I appreciate your help.
	Best
	John Smith
	Sans Serif $\cdot$ $\mathbf{T} \cdot$ <b>B</b> $\mathbf{I} \cup \mathbf{A} \cdot \equiv \cdot \equiv \cdot$
	Send - <u>A</u> 🖟 🖘 😂 🕭 🗖 🔞 🖉 🗄 🗎

# **STEPS**

#### Recipient Line

• Type in the Professor's and/or TA's ("Teaching Assistant) email

## 2 Subject Line

- Type in: Your Name Purpose
  - Example: John Smith Scheduling Exam

### 3 <u>Email Body</u>

- Salutation: Type in a salutation directed toward recipient
- Greeting: Type in a concise greeting
  - Example: I hope you are well
- Introduction: Introduce yourself and inform them what class and section you are in
- Purpose: Elaborate on why you are emailing
- Closing: End with something nice
  - Example: Thank you for your help
- Signature: End with a signature using first and last name as shown above