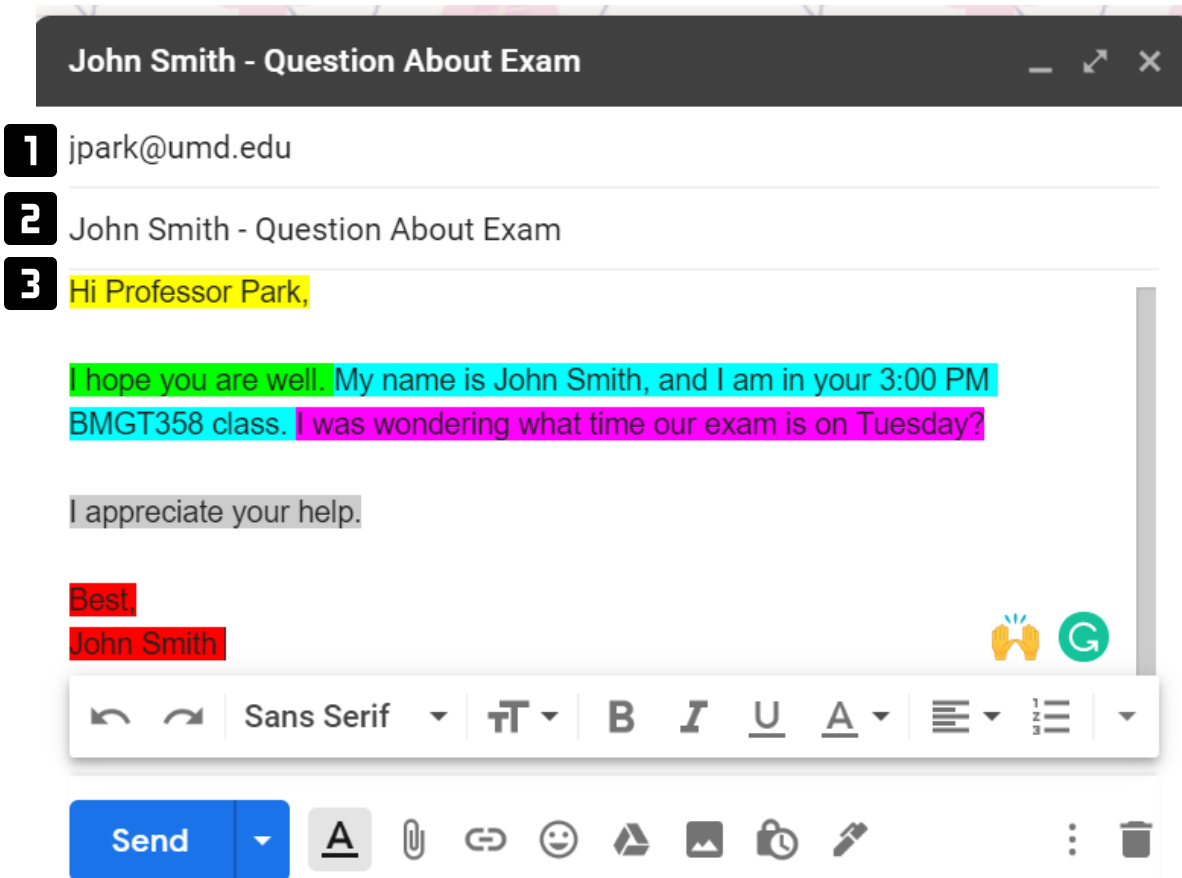


HOW TO WRITE AN EMAIL



STEPS

1 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 Email Body

- **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