

Belisle's Email DOs and DON'Ts

DOs

Do put your best foot forward. One way I get to know you is through your email.

Do use your Trinity email account. It is scanned for viruses and professors will send you email at this account.

Do use a subject line that describes the subject. If you reply to my email and change the subject, be sure to change the subject line.

Do set up your email program with your last name first.

Do use correct capitalization and grammar.

Do use spelling checker; if unavailable, use www.dictionary.com.

Do be concise and professional. Short sentences and paragraphs are preferable.

Do look for the answers to your questions on the class web page before sending email.

Do talk to me in person if you want to discuss a grade.

Do use standard abbreviations and emotions for email. :)

DON'Ts

Please do not say, "This is Jane Doe..." (*I know who you are. I can see your name.*)

Please do not say, "Please reply to my email..." (*I feel insulted - of course I will reply.*)

Please do not mark an email urgent unless you really have an emergency.

Please do not spell "tomorrow" incorrectly.

Please do not type i when you mean I.

Please do not type u when you mean you or plz when you mean please. Save nonstandard abbreviations for your friends.

Please do not use caps unless you are shouting.

Please don't shout.

Please do not use email to ask me to explain why you got a certain grade. Usually, there needs to be a dialog. Also, the email can set the wrong tone.

Netiquette Web Sites:

[Electronic Mail Etiquette](#)

[Email etiquette](#)

[Email Etiquette](#) (Yale University)

[Dynamoo's Email Etiquette](#) (Dos and Don'ts)

[Email Etiquette](#) (How to Make a Positive Impact)

[E-mail Etiquette Netiquette](#) (Internet Journal on Writing)

[E-mail "Netiquette"](#) (Linfield College)

[Email Etiquette](#) (Career Planning)