

# EMAIL ETIQUETTE TIPS:



## Make your subject line clear and concise.

Depending on who you're emailing, they might have tens or even hundreds of emails to sift through every day. And the first thing they're likely to see is the subject line. If the subject line is confusing or vague, they're much more likely to scroll right past it.



## Use proper greetings.

Even if you know the person you're emailing, it's best to be as professional as possible in your emails. And this includes the way you greet them. While you might say "hey" or "what's up" to them in person, it's not the best look in an email. Even worse, jumping in with no greeting at all comes off as rude. Some common greetings include "Hi" or "Hello", or if you need to be a bit more formal, "Dear" or "Good morning/afternoon".



## Politely sign-off.

Similar to the above point, being professional and polite when finishing your emails is important too. Common ways you can sign-off an email include "Kind regards", "Sincerely", or even "Thank you".



## Proofread your message.

Just like you would with your assignments, it's important to double-check your emails before you send them off. Make sure there aren't any spelling mistakes or issues with grammar. It's also important to check the tone of your message to make sure it doesn't come off as rude or aggressive, or too casual.



## Include a signature.

Similar to introducing yourself, having a signature at the bottom of your emails lets people know who you are. Not having any information about yourself can seem rude or even suspicious. Include your name and (if it's a work email) your position. It's also good to put your contact information in there so people know how to get in touch with you if they need.