

E-MAIL ETIQUETTE: SENDING A PROFESSIONAL MESSAGE

HECPS

THE WHY

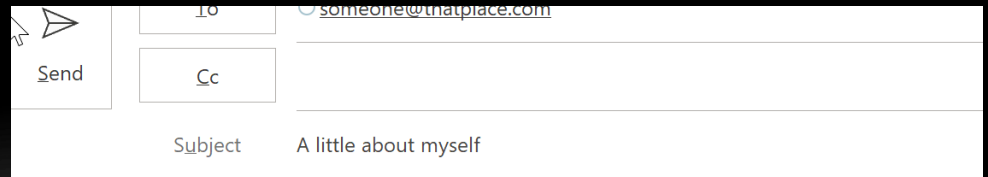
Ten years ago, I would be teaching you how to write a business letter on a computer, to be printed off, and then mailed to someone. Now, many business-related messages are sent through e-mail.

If you want to be taken seriously, you need to follow a professional format, so that the person you are sending the message to will give you their attention.

Whether it is a teacher or a perspective boss, you want to make a great impression.

THE SUBJECT LINE

- You always need to include a subject to your e-mail message.
- Without a subject, you may not get opened (it's probably spam or a scam).
- Make it simple: summarise why you are sending the e-mail.



A screenshot of an email composition window. The window is white with a light blue border. On the left side, there is a 'Send' button with a paper plane icon. The 'To' field contains the email address 'someone@thatplace.com'. The 'Cc' field is empty. The 'Subject' field contains the text 'A little about myself'.

To	someone@thatplace.com
Cc	
Subject	A little about myself

SALUTATION

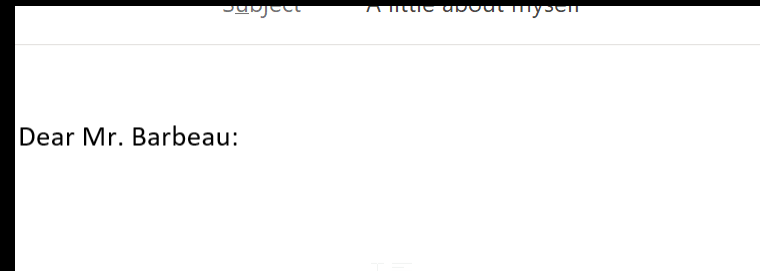
- This is always directed to the person you are contacting.

- Should look as follows:

Dear Mr./Ms. Last Name:

Example: Dear Ms. Alvarez:

- Always remember to include the colon after the person's name



BODY OF MESSAGE

- You do not indent the paragraphs of a professional business letter/e-mail.
- You do double space between paragraphs.
- 1st paragraph should include the “why” you are writing.
- 2nd paragraph should include details pertaining to topic.
- 3rd paragraph should contain either additional details on topic or details of a second topic.
- Final paragraph is where you thank the person you are writing to
 - Thank them for their time, consideration, help, etc.

As we are going to be working with each other this year, I thought I should let you know a little something about me before we meet next week. The first thing is that I have been in the radio broadcasting business for six years, and have spent my time working at several radio stations.

Since KNSH is an active rock station, I want you to know that I have experience with the genre of music we will be sending out over the airwaves. I spent three months as KTEC’s Assistant Metal Director and have eighteen months experience talking about that type of music and to the artists themselves; I have been our station’s primary interviewer for over a year now.

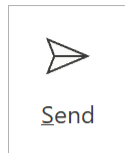
Hopefully, that gives you a bit of information about me before we meet. I thank you for taking time to read this, and for agreeing to co-host our new morning show with me. I look forward to meeting you soon.

E-MAIL SIGNATURE

- This guarantees the sender knows who sent the message, especially if your name is not in your e-mail address.
- Include the following:
 - Name
 - E-mail Address
 - Phone Number

Tyrell Graham
graham_tyrell@salkeiz.k12.or.us
(503)111-2222

THE FULL LOOK



To

Cc

someone@thatplace.com

Subject A little about myself

Dear Mr. Barbeau:

As we are going to be working with each other this year, I thought I should let you know a little something about me before we meet next week. The first thing is that I have been in the radio broadcasting business for six years, and have spent my time working at several radio stations.

Since KNSH is an active rock station, I want you to know that I have experience with the genre of music we will be sending out over the airwaves. I spent three months as KTEC's Assistant Metal Director and have eighteen months experience talking about that type of music and to the artists themselves; I have been our station's primary interviewer for over a year now.

Hopefully, that gives you a bit of information about me before we meet. I thank you for taking time to read this, and for agreeing to co-host our new morning show with me. I look forward to meeting you soon.

Tyrell Graham
graham_tyrell@salkeiz.k12.or.us
(503)111-2222

YOUR ASSIGNMENT

- You are going to send me a professional-looking e-mail!
- You will need to send the message to my school e-mail address:
graham_tyrell@salkeiz.k12.or.us
- Your e-mail needs to include all elements of the professional e-mail format.
- Your message will need to cover the following:
 - Write a two-paragraph autobiography—telling me the things you want me to know about yourself.
 - Write one paragraph explaining what you hope to get from this class.
- You are going to be given 30 minutes to work on this assignment right now.
- Once you have completed the assignment (e-mail), send it to me. I will read them and respond to you within the next day or two.