HOW TO EMAIL
OVERVIEW

One would think that students would be given lessons on how to write proper emails and letters. Unfortunately many students don’t know how. Most communication nowadays is informal via text, direct message, or Zoom chat. In these virtual times, it is vital to be able to create a concise, thoughtful email to clearly communicate with your educators and peers. In addition, it is one of the most common forms of communication in the workplace. No matter what role you play in your learning or work environment, knowing how to craft an email is crucial. This How-To Guide will go over the steps to writing a proper email because, regardless if you are just learning or have been writing for years, you can always perfect the craft.
CREATE A “GAME PLAN”

Ask yourself: “What point do I want to get across with this email? What am I requesting? How do I want to communicate?” Just like an essay, there needs to be an overarching theme for the email that tells the take-away for the reader. Once you have identified your purpose for creating the email then you can start to write it.

ADDRESS YOUR EMAIL

Make sure you know your recipient(s)’ email addresses and list them in the “To:” slot. Pretty self-explanatory. The next line displays “Cc” or “Bcc.” These two abbreviations stand for “Carbon Copy” and “Blind Carbon Copy.” You can use the Cc function when you want to publicly copy someone onto an email without formally having to address the email to them. For example, let’s say you want to email a teacher about a group project. You and the two other students working on the project want to ask the teacher for advice. You can address the email to your teacher and list your classmates’ email addresses under the Cc section. Now your teacher knows your classmates are included in the email, but the email’s purpose was to address them. The Bcc Function is what I like to think of a sneakier version of the Cc. It allows you to do the same thing as the Cc tool, but the main recipient of the email won’t be able to see that you copied other people onto the email. This is much less commonly used, but use it as you will.
CREATE A SUBJECT FOR YOUR EMAIL

This is important! You want your subject to be concise, but informative, so your recipient will want to click on the email and it won’t just rot away in their inbox. For example, instead of writing “Homework Help” write “Chemistry Atomic Structure Homework Help.” See how much of a difference it makes?

BODY AND CLOSING OF THE EMAIL

At the start of the body of your email make sure you address the reader. For a formal email make sure to use a formal greeting. Instead of saying “Hey Mrs. Smith,” or “Hello John and Alice,” opt to greetings like “Dear Mrs. Smith,” or “To whom it may concern,”. After a quick greeting, introduce yourself if the recipient doesn’t know you, and then continue to write the main points of your email.

When writing the body of your email, keep clear and concise. No one wants to read a novel, so aim for four or five sentences. This amount will allow you to have an informative email, but still get your point across. Make sure to use proper grammar and complete sentences. Try to end your body section with a closing line that wraps up your message like, “I look forward to hearing from you soon.”

Lastly, make sure to close your email off by saying “Thank You,” “Best Wishes,” or keep it simple with a “Sincerely,”.
Keep in mind that if you don’t know whether to write a casual or formal email, always write a formal one. Additionally, don’t be afraid to ask questions; find out what is best for your workplace. The tone and format of a formal email are easy to get the hang of after a little practice. You got this!

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