EL MONTE ROSEMEAD ADULT SCHOOL

Email Etiquette Tips

1

Use a formal salutation.

Always greet the individual you are reaching out to. Make sure you use proper and professional language.

Example: Instead of saying "Hey" say "Hello Mrs./Mr."

2

Introduce yourself.

Briefly tell the person who you are. If possible, state by identifying information such as the class you are in or your student ID #.

Example: My name is John Doe. I am in your Mon/Wed English IA class.

3

State the reason for your email.

Briefly and concisely let the reader know why you are reaching out.

Example: I am reaching out to you regarding my class schedule for quarter 4. I would like to register for Math A on Tuesdays and Thursdays at 8am. I was wondering if you can help me with this.

4

End with a signature.

Make sure you close your email with something polite followed by your name.

Example:
Hello Ms. Sanchez,

My name is Jane Doe. I am reaching out to you regarding my class schedule for quarter 4. I would like to register for Math A on Tuesdays and Thursdays at 8am. I was wondering if you can help me with this.

Thank you,

John Doe

5

Other things to consider:

- Do not write an email as if you are texting your friend. Avoid using texting abbreviations.
- Use complete sentences. Double check spelling, grammar and punctuation.
- Be polite.
- Due to COVID 19, your teachers and counselors are receiving more emails than usual. Give them enough time to process your request. If you do not hear back from them after 48hrs, then you may then follow up on your email. We appreciate your patience while you wait for a response.
- Read emails thoroughly prior to responding. Sometimes emails will include specific instructions on something.