

Emailing your Instructor

Effective communication will be integral to your SJSU experience, and it's especially important when engaging in online/remote communication with your instructors, peers, and colleagues. These skills can be helpful when communicating at SJSU and in other professional settings.

EXAMPLE EMAIL:

Email Address:

Send emails to professors from your SJSU email address

Subject Line:

- Include course name and section number
- Include purpose of email

Messages in Canvas:

Consider using same format for Canvas if your instructor uses Canvas Messaging

Greeting:

- Use greetings like *Hello* or *Dear*
- If unsure how to address your instructor, err on the side of being too formal rather than informal
- If unsure, ask your instructor

From: Name@sjsu.edu

Subject: BUS 1-20 – Section 02 Lab #5 Clarification

Hello _____,

I have completed reading through Chapter 6 regarding Bank Reconciliation for the upcoming class on Tuesday. While I was trying to access the assignment, I came across a message that reads the assignment is not available to access until November 23, 2020. Could you please help me access this assignment? Thank you very much, Professor!

Message:

- Use complete words and sentences
- Be polite and concise
- Use bullet points if you have multiple questions

Sincerely,

Closing:

- Use a polite farewell like *Sincerely*
- Include your first and last name

Your First Name and Last Name

Signature:

- Use a professional signature with major and a title if you work on campus
- Unless your instructor specifically ask for it, you do not need to include your student ID number.

Business Major

San José State University