

Sending Emails Effectively

Email templates to help send key messages.

When writing an email to your lecturer there are a few things to consider before hitting the send button.

Firstly, make sure you've checked elsewhere for the information, often queries such as word count and referencing guidelines will be found in the module handbook or assignment guidelines, so check these first. You should also:

- Make sure you use your university email address and use a concise subject header.
- Introduce yourself and remind them how they know you.
- Briefly explain why you are emailing.
- Use a polite tone, there is no need to be overly formal, however, neither should you be too casual.
- End the email with a formal closing (for example, Kind regards, Yours sincerely).
- Make sure you check for any spelling or grammar errors before you send.

If you don't know the person you should use their title the first time you message them, note how they sign their reply to guide you how to respond to them in the future.

To	j.schmidt@newcastle.ac.uk
Subject	Additional advice for MCT 8099
Dear Dr Schmidt, My name is Ahmed Karim, I study on your module MCT 8099, Business Ethics. After checking the guidelines and module handbook I can't find information about the first task. Would it be possible to send me this information or direct me to where I can find it? Kind regards, Ahmed	

To	k.chen@newcastle.ac.uk
Subject	MCT3088 feedback query
Dear Dr Chen, My name is Neri Dubois, I study on your module MCT 3088, Art and Theatre. Further to feedback received for assignment 2 "Issues around Marketing in the Theatre" I have some questions about my result and would like some clarification of some of the comments. Would it be possible to meet to discuss the feedback? Kind regards, Neri	

To	t.adeyemi@newcastle.ac.uk
Subject	Requesting a PEC for MCT 3088
Dear Dr Adeyemi, My name is Ying Yue Liu, I study on your module MCT 3088, Health and the Individual. I wish to clarify the process to request Personal Extenuating Circumstances (PEC) further to several significant issues affecting my studies. Is it possible to send this information or direct me to where I can find it? Kind regards, Ying Yue	

Template 1

You've looked at the assignment guidelines/module information and can't find information about an upcoming task.

Template 2

You have received some feedback which you aren't sure about and would like further explanation.

A brief email is probably best in the first instance, and more in-depth queries can be discussed in the meeting. It would be good to ensure that you take a list of the specific questions you have.

Template 3

You want information about Personal Extenuating Circumstances (PEC).

There is no need to expand on the issues in an introductory email it is sufficient to say these have occurred, when the PEC form is completed, you can go into more detail.