



JBVI

YOU DON'T NEED TO TRAVEL FAR TO GET AHEAD

EMAIL ETIQUETTE

How to email staff, employers, universities etc

WHY?

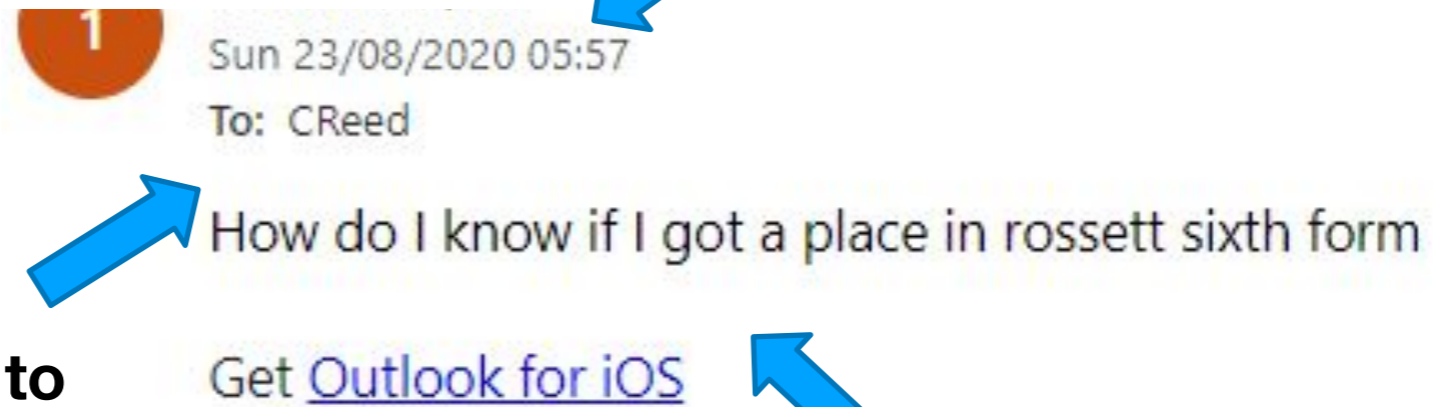
- Emails are one of the main forms of communication with school staff, employers, universities etc. especially in the event of lockdown
- It is important to communicate professionally at all times
- Getting into the habit now is important for the future
- Needed for applications- work experience, college/ university, employment

WHY?

- Manners
- Polite courtesies
- Majority of students do it well but small minority do not

FOR EXAMPLE

**Email during non
working hours**



**Not addressed to
anyone**

No signature

TOP TIPS

- Make sure you only send emails during the times that people are normally at work - 8.30am to 5.30pm.
- Do not expect people to reply outside of working hours (particularly school staff during school holidays)
- *Don't send emails late in the evening/ night – first, the teachers won't be able to answer them then, but also sending emails late at night can make you look disorganised and unprofessional.*

TOP TIPS

- Use the subject line of the email to say clearly what your message is about, eg 'UCAS application'.
- Don't just leave it blank.
- Check the recipients of your email
- Do you really want to REPLY ALL?

TOP TIPS

- Politely greet recipient(s)

Dear Mr _____, 'Hello Ms _____'.

- 'Hey Miss' too casual or some people have bene writing Hi Mrs
- Follow up with something like 'I hope you are well' if you can.

TOP TIPS

- Once you are happy with what you've written, do a spelling and punctuation check
- Finish your email by signing off

'Yours sincerely' or 'With Kind Regards' followed by your name

If it's a teacher you work with a lot, it's ok to say something like 'Hope to hear from you soon/Thank you, Sir'. *Don't say 'Love from...' or use emojis!*