How to Write an Email:

Communicating ideas and information clearly and intelligibly is a skill you might find quite useful, not only in the Calculus course, but also in your future academic and professional career. One of the goals of this course is to help you develop your communication skills. How you present your solutions to questions in the written exams is one way you can demonstrate these skills. How you write your emails is another.

An email you send to your instructor or the coordinator of this course is expected to satisfy the following conditions if it is to be read, understood and replied:

1. Your email must start with a greeting. If you are writing in Turkish, "Hocam" may be sufficient. If you are writing in English, your greeting must at least contain some of the words "Professor," "Prof. Suchandsuch" or "Dr. Soandso."

2. You must write your full name* and your course–section numbers at the end of your email. You must do so even if you have mentioned these in the body of your email.

3. Your email must have a "Subject" that gives the recipient some idea about its topic and shows that it is not spam to be deleted automatically.

4. Your email must consist of sentences that comply with the grammar and the spelling rules of the language it is written in. In particular, the capital letters and the punctuation marks must be used correctly and where necessary.

If your email satisfies these conditions, you may expect a response within 24 hours, not counting Saturdays and Sundays. Otherwise, your email will be ignored at best.

Finally, if you are using an email address different from the one assigned to you by the University, make sure that your user name and email address are appropriate ones for academic and professional correspondence.

Also see: `http://www.wikihow.com/Email-a-Professor`

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* In this course, "**name**" always means "**full name**."