Writing a Good Email/Message

What does a **good email/message** look like and what does a not-so-good email/message look like? I thought I'd share a couple examples with you to help you out.

First, here's an example of what *not* to do:

hey can you grade my stuff

Why is this not good? It is not very polite, doesn't include a greeting or salutation, is not specific, nor does it use correct conventions (punctuation, spelling, capitalization…).

Here's one more:

I was wondering if I could redo the assignment.

Why is this not a good? Although it uses correct conventions, it is very vague. What is the assignment title? Why does the writer want to redo the assignment? Try to be as specific as possible.

So what does a good email/message look like? Here's an example:

Hi Ms. Barnes,

I am having problems with my assignments. I'm new to this and I am worried about doing everything right and trying to pass the class. I thought that I understood about how it worked but now I am confused. Am I to comment on the discussion questions a certain amount of time a week? I really do not want to fail.

Thank You.

Jane

It is respectful, very specific, and uses correct conventions.

One final note: don't forget to give your email/message a title; this way your recipient knows exactly what the subject is.

I hope this helps you write clear and effective emails and messages. Send me a message if you need help!