

>> **Netiquette**

You should always use proper *netiquette* (Internet etiquette) when communicating with your instructor via e-mail.

1. Use an appropriate screen name (e-mail address) that includes your name.
2. Write a clear subject heading.
3. Address your instructor professionally.
4. Write your message clearly and concisely. If you have questions, make them specific.
5. Use standard grammar, capitalization, and punctuation.
6. Avoid using all capital letters. This is considered shouting.
7. Maintain a professional tone.
8. End with a polite closing and your name.

Poor Netiquette

From: hotsexymamma@email.com
To: mwilliams@starsuniversity.edu
Subject: class

hey teach
i'm confuzed about the paper cuz i stayed up partying 2 late and blew off class what am i posed to do i can't afford to fail this class again HELP ME!!!!!!!!!!!!
BTW you better not bust me for turning it in late

Good Netiquette

From: rmartin85@email.com
To: mwilliams@starsuniversity.edu
Subject: ENC 1101 Essay Assignment

Dear Professor Williams,

I am sorry that I was unable to attend English Composition I class on Monday.

I have two questions about the essay assignment:

1. May I write about the effects of teenage pregnancy?
2. How long does the final essay need to be?

Please allow me to turn in my draft one day late. I realize that I will lose points because I did not complete the assignment on time. I will submit my final paper by the deadline.

Thank you for your help!

Sincerely,
Rose Martin