Hey professor,

I was working on the homework for tonite and idk how to do number four. Could you explain how to do it?

Tysm,

John

Sent from my iPhone
EMAIL DIFFERENCES ANSWER KEY

1. Used school email
2. Subject line includes the class, section, and subject
3. Use a formal greeting, which includes “dear”, their prefix, and their last name
4. Restate the course, section, and time details to provide context.
5. Include the question so your professor can easily know what you are referring to.
6. Include the work you have done or strategies you have tried.
7. Include a professional signature that includes “Best”, your full name, and your netID

For more resources, please visit:
http://www.csueastbay.edu/mathlab
http://www.csueastbay.edu/stemlab
IG: @csuebmathlab
Drop-In Hours: https://csueb.zoom.us/j/899904493