

Tips to Communicate Efficiently with Professors

TRAIN TO LEARN EFFECTIVELY: TIP SHEETS

With higher education being shifted to online delivery mode, the prevailing means of communication with professors is in writing. Here are tips to help you convey your message in an efficient and professional manner!

Always use your Toronto Metropolitan University email

It's university policy to use your Toronto Metropolitan University email to communicate with faculty and staff. Professors won't respond to your email if it isn't from your Toronto Metropolitan University email. For more details, please review the [Toronto Metropolitan University Email Accounts Policy 157](#).

Check your salutation and signature, and always include your student number

Treat emails to professors the same way as other formal communications. Check that an opening salutation is used, such as "Dear Professor Ahmed," rather than "Hey Prof." Make sure you sign off with your full name and student number so it is clear who the email is from. ICYMI, text abbreviations, slang, all capitals, and emoticons are not appropriate.

Ask for clarification when you are unsure about instructions

It is important to communicate with your professor if you have questions; however, you should avoid asking questions whose answers are easily found in the syllabus or course materials. When in doubt, review your resources and demonstrate that you have looked for the answer on your own. Your D2L course shell is populated by your instructor at the start of term. Not sure how to use it? Refer to the [Brightspace by D2L guide](#) to learn various tips and tricks on navigating D2L.

Review the subject line, and include course code and section

Make sure your subject line is relevant to the content of the email and sets the right tone. Avoid using demands like "immediate response needed." A professor may be teaching the same course in multiple sections, thus adding the course code and section (found in [RAMSS](#)) will help them identify your class and needs. This could speed up their response. An example of a subject line can be, "CMS 279-011 Material to be covered in final exam."

Make sure to use paragraphs in an email

Divide your message into paragraphs to give the reader a break; this will facilitate reading of your message. Remember, no one wants to read one long block of text.

Show gratitude

Thanking professors for their time and assistance can go a long way toward building a positive relationship with them while you're in their class.

Proofread before clicking send

Professors will form opinions about students based on the emails they send. It's good to put your best foot forward and communicate as professionally as possible. Review spelling, grammar, and punctuation; use spell and grammar checks. Make sure there are no errors and that your request is clear.