

# STETSON UNIVERSITY

## Writing Center Handouts

### Writing Effective Emails

#### Audience and Tone

Answer the Five-W and How questions:

- Who is the reader of my e-mail?
- Why am I writing to this person?
- What is my point?
- What do I want my reader to do?
- Where will the email be read?

#### Purpose

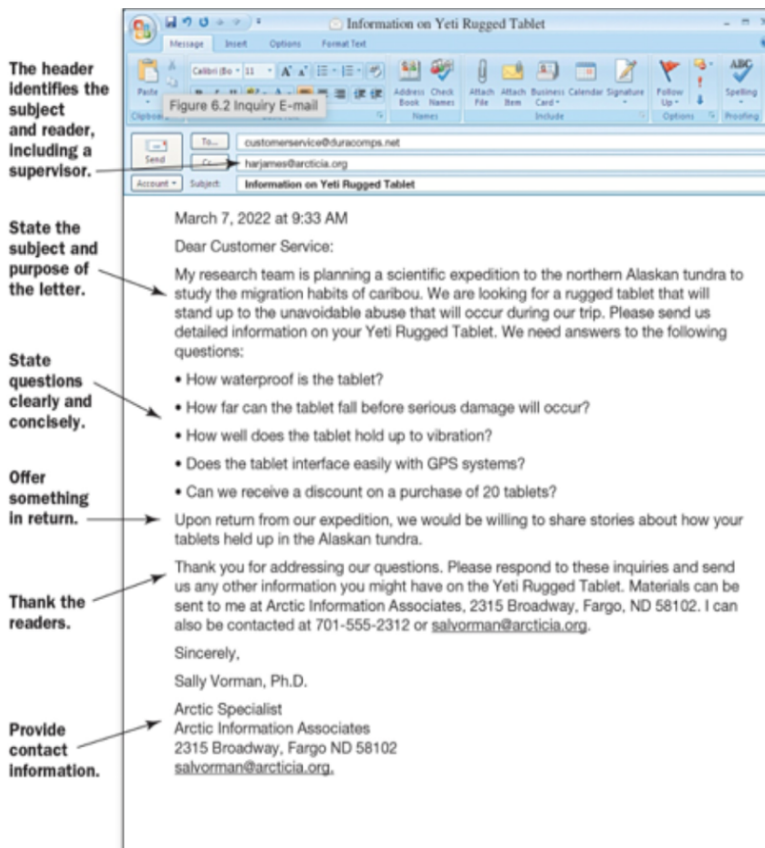
- Be clear and direct: state the reason for your email early in the message.
- Subject line: make the subject line informative and concise. It should give the recipient an idea of the content.

#### Context

- Provide background information: give enough context to make your message clear, especially if the recipient may not immediately know what you are referring to.

#### Timing

- Choose the right time to send the email. Avoid sending them late at night or during the weekends, unless the matter is urgent.
- Respect response times. Do not expect an immediate reply. Allow at least 24-48 hours for a response.



*An Example of Student Signature*

#### **Mackenzie Enteadó (She/Her/Hers)**

Junior, Psychology

Minor: Creative Writing

Alpha Kappa Psi | Chaplain

Stetson High Rollers | Historian

Writing Center | Lead Tutor

**STETSON UNIVERSITY**

421 N. Woodland Blvd. Unit 6796 | DeLand, FL 32723

[menteado@stetson.edu](mailto:menteado@stetson.edu) | 609.846.4519