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From the Stadium to the Boardroom: Training Student-Athletes to Write Professional Emails

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WELCOME SLU CHEERLEADING TEAM
NOVEMBER 9, 2017

6:30 pm
Room CCIC2

Daniel A. Cannon Memorial Library

Darla Asher, *Serials/Instructional
Services Librarian*

John David Harding, *Assistant Professor
of Writing & Research*





WRITING BETTER EMAILS

Email Etiquette-Tips for Writing Professional Emails

OPENING DISCUSSION QUESTIONS: USING INTERACTIVE WHITEBOARD

- How many of you write email on a daily or at least weekly basis? *Do you write emails to your professors or coaches?*
- Do you write an email the same way you write a text message? *How are they the same? How are they different?*
- Did you know that half of all communication in the workplace takes place digitally?
- Why is writing better emails as a college student important?



WHAT ARE THE PARTS OF AN EMAIL?

- **Subject Line:** (i.e.) “Cheer Practice Time Change”
- **Greeting:** (i.e.) “Dear_____” “Good Morning_____”
- **Pleasantries:** (i.e.) “I hope you’re well” or “I hope all is well”
- **Body:** (i.e.) ~Situation you’re writing about, benefits to recipient, or call to action by recipient
- **Closing Line:** (i.e.) “Thanks so much for helping me out with this” or “I look forward to your response”
- **Signature:** (i.e.) “Regards” or “Thanks” or “Sincerely” ~
Plus your name and additional contact information

Activity

- *Let’s look at examples of the emails you sent me prior to class and see if these parts were included in your emails*



DO'S AND DON'TS OF WRITING EMAILS

Do's

- Use a *professional* email account (not beerlover@)
- Include a good subject line (be specific)
- Be polite
- Include an appropriate signature
- Keep language simple and succinct
- Proofread before sending!

Don'ts

- Don't use texting shortcuts, (LOL or OMG)
- Don't use email if message is sensitive, confidential or emotional
- No emoticons
- Don't write in all capital letters (LOOKS LIKE YOU ARE SHOUTING!)



PRACTICE ACTIVITY

- Practice writing a professional email that includes all the components we covered today. Write an email to Professor Harding at john.harding@saintleo.edu. The content of your email should be asking for writing assistance or an appointment.
- Review examples in class

