

Student Email Communication Guidelines

Effective Email Communication

Seneca students frequently use email to communicate with professors, peers, and Field Placement. Polite and professional communication is crucial.

Using Seneca Email

Always use your Seneca email (studentname@myseneca.ca) for educational correspondence. Avoid using personal email addresses like Gmail or Hotmail, as they may delay responses.

Creating an Email Signature

To create a professional email signature in Outlook:

1. Click the Settings wheel beside your picture.
2. Select Account, then Signatures.
3. Add a new signature.

Sample Signature:

Joyti Carr
1st Semester ECE Student, Section KAA
Seneca Polytechnic
(647) 555-5555

Writing an Email

Components:

- **TO:** Receiver's email address
- **CC:** Email addresses of others who need the information
- **Subject Line:** Clear and concise, e.g., "Placement Question"
- **Body:** Use appropriate greetings (e.g., Hello, Good Morning, Dear) and ensure correct spelling of names.

Sample Body:

Unfortunately, I will not be able to attend placement today as I am ill. I will arrange a makeup day upon my return tomorrow.

Closing Salutation:

- Respectfully,
- Thank you,
- I look forward to your response,
- Sincerely,
- Best regards,

Always end with a salutation and your name, even if you have an email signature.

Send

To: Sally.shore@childrensplaygroupinc.ca Bcc

Cc: Shari Northorp McLean

RE: Seneca Field Placement Student Jyoti Carr Draft saved at 1:41 PM

Good Morning, Ms. Sally,

Unfortunately, I will not be able to attend placement today as I am ill. I will arrange the date of a makeup day when I return tomorrow.

Respectfully,

Jyoti

Jyoti Carr
1st Semester ECE Student, Section KAA
Seneca Polytechnic
(647) 555-5555

Important Reminders:

- **Reply:** Use the reply button to maintain the conversation thread.
- **Reply All:** Ensure all recipients should receive the response.
- **Language:** Use professional language; avoid slang and jargon.
- **Emotions:** Do not send emails when angry. Save drafts, review later.
- **Accuracy:** Check spelling and grammar.
- **Tone:** Be polite and respectful.
- **Promptness:** Respond to emails promptly and thank the sender.

IMPORTANT: Include your Student ID in the subject line or in the body of the email when emailing Seneca staff. Do not include you student ID when emailing outside of Seneca.

Send

To: Shari Northorp McLean Cc Bcc

Re: Joyti Carr #999999 Draft saved at 12:10 PM

Hello Ms. Shari,

I see that I have been given an UNSAT on my first Task Tracker. Would it be possible for us to meet so that I can receive some direction on how to be more successful in the rest of the semester?

Sincerely,

Joyti Carr
Joyti Carr
1st Semester ECE Student, Section KAA
Seneca Polytechnic
(647) 555-5555