



# TIPS FOR PROFESSIONAL COMMUNICATION

## E-MAILS

- Send emails from your SHU account
- Write an informative but non-demanding subject line ("Request for meeting" vs. "URGENT!!!")
- Begin with a respectful salutation (Dear Professor Smith, Dr. Jones)
- Be patient when waiting on a response.
- Do not make unreasonable demands.

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## OUR SERVICES

Peer Tutoring

Academic Coaching

Supplemental Instruction

Tutors in Residence