



Effective Electronic Communication: Email, Discussion Boards, and other College Platforms

I. Email tips

- a. Always email from your GMC student email
- b. Double check the “recipient address” for accuracy
- c. Use a letter format- Remember, it doesn’t have to be lengthy, but does need to capture why you’re emailing
- d. Use complete sentences
- e. Use proper punctuation and grammar
- f. Be polite and respectful
- g. Allow time for a response (24-48 hours)
- h. Close the loop on the email- Say thank you!

II. Quick Email format

- a. Subject
- b. Greeting
- c. Body
 - i. Explain **why** you are emailing
 - ii. Make the ask
 - iii. Include a plan of action
- d. Closing
 - i. Include your first and last name
 - ii. Ex: Sincerely,
First Name Last Name

III. Discussion Boards

- a. Always refer to your syllabus and assigned discussion board expectations
- b. Read and understand the prompt
- c. Consider your audience
- d. Use complete sentences
- e. Use correct grammar and punctuation
- f. Draft your response in another document (i.e., Microsoft Word or note)- Proofread/edit and then paste into your discussion board when it’s ready

IV. Other College Platforms

- a. i.e., Starfish
- b. Use the Quick Email format for messages
 - c. Use complete sentences and correct grammar and punctuation