
Email Tips for your EE Project

- Your project is team-based; therefore, before sending an email to your community contact(s), make sure that everyone on the team agrees on the content and the intent of the email.
- When sending your first email, be sure to **identify yourself** as a team from the **[course title]** at York University; and introduce all team members by name. Remember, your contact(s) are busy and they need to be able to quickly know who you are.
- You may want to make up a **team name** so that in subsequent emails, you are clearly identifiable to your contact person(s). You may also want to set up a gmail, or hotmail account that is specific for this project, for example: yourteamname@gmail.com.
- Prior to emailing your community contact(s) again, ask your professor if s/he can answer some of your questions.
- In your emails, always **be clear about what are you are asking/requesting**, and provide a brief rationale for making your inquiry. If you are unclear in the subject line, your message may end up in the junk folder. If you are unclear in the body of the email, the response may not be what you are seeking - or may be delayed as the person is unclear as to what you are asking/seeking
- It is a good idea to provide a date by which you would like any information; try to provide your contact person some leeway and do not be too aggressive
- If you do not hear back from your contact as quickly as you would hope, it is not something to panic about; after 3-4 days or a week, re-send the email (maybe they missed the first email), and then possibly make a call to inform them that you are awaiting their response (in that phone call clearly identify yourself/ your team/ the course...)