

Attention to all students;

It is highly recommended to all students to use the following instructions before sending an email to lecturers.

Emails that do not include any information about the sender will not be answered.

The image shows a screenshot of an email composition window. At the top, there are three input fields: 'To...' with the placeholder text 'email address of the recipient', 'Cc...' which is empty, and 'Subject' with the placeholder text 'indicate the purpose of the email --BE CLEAR and CONCISE'. A 'Send' button is located to the left of these fields. Below the fields, the email body contains the following text:

Dear Mr. or Ms. _____,

[BODY]

Introduce yourself (**STD Number and Name**)

Explain the **purpose** of your email. **BE CLEAR** and **CONCISE**

Should include only **relevant** matters.

[CLOSING]

Be simple and direct.

Thank You / Respectfully yours etc...

Name Surname