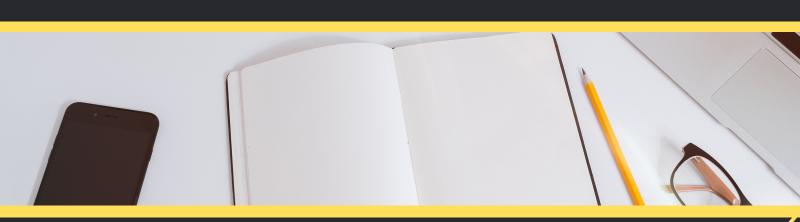
HOW TO CORRESPOND WITH UWI OFFICIALS



USE YOUR STUDENT EMAIL ADDRESS

my.uwi.edu

It is necessary to use your UWI student mail address. This address gives the receiver some clear information about you.

MENTION THE SUBJECT IN THE SUBJECT LINE

Never send an email with a vague suubject

A well-defined subject makes it easier to judge the importance of an email.

START WITH THE RIGHT FORM OF ADDRESSING

Dear Dr Smith

In communication with a UWI Official it is best to use a more formal form of addressing, e.g. Dear Dr, Dear Mrs ..., Dear Mr.

MENTION YOUR STUDENT ID NUMBER

81600000

Never send an email without your ID number. Inserting your ID number in an email allows the receiver the opportunity to find all the information necessary to assist you.

USE A CLEAR STRUCTURE IN YOUR EMAIL

BE Consice

State your name, your ID number, the name of your programme and which year you are in, then proceed with your issue.

USE AN APPROPRIATE SIGN-OFF

Best Regards

Some options of a standard email ending are, "best wishes", or "yours sincerely". It is nice to end with an appreciation of thanks as well.

LEAVE YOUR CONTACT NUMBER

Give them options to contact you

It's never a bad idea to leave your contact number behind. Often times it is more beneficial for you to have a conversation with an official rather than receive an email.