

# Study and research in Germany

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## Email Etiquette

Please keep in mind that any message sent by email is still an official letter and should be written with the respective care. Also keep in mind that the recipient may receive dozens of email messages per day and has to deal with them in an efficient way. It will facilitate your cooperation if you obey some simple rules.

### General remarks:

1. **Before you write to any organization or university for information, read their website!** (This also applies for the email sent to the DAAD.)
2. When answering to any email, use **"reply"** mode, so that all previous communication is included.
3. Never ask any correspondence partners other than your friends to join your personal social network on the internet.

### How to write convincing e-mail:

1. **Subject line:** Choose a subject line that tells the recipient what your mail is all about. For example "*Question concerning DAAD research grant*". Never write "Important" or "Please answer". That is not very informative. Never leave the subject line blank.
2. **Address** the recipient in a proper way (*Dear Ms Schmidt / Dear Professor Haber* or *Dear Sir / Dear Madam*). Never ever greet unknown recipients with "Hi" or "Hello". Never address unknown people by their first name and never use the surname without title ("Dear Smith" instead "*Dear Mr Smith*").
3. Explain your purpose clearly and include **all necessary information** If for example you are requiring about a scholarship, you should mention your last degree, your subject, your present occupation and what kind of degree you are aiming at.
4. Write in **proper and correct English**. Do **not** use abbreviations like "How R U".
5. Avoid incorrect **grammar** and **spelling** mistakes. Pay attention to your **punctuation**.
6. Conclude your message in a proper way ("*Thank you in advance*" / "*Looking forward to hearing from you*" / "*Regards*") and sign with your full name (**not** just your first name).

**Thank you very much for your cooperation!**