

Guidelines for Student Communication Ethics with Lecturers and Staff

ETHICS OF COMMUNICATING Via E-mail

1. WRITE THE SUBJECT OF YOUR
EMAIL CLEARLY

2. WRITE THE OPENING WORD
CORRECTLY

3. INTRODUCE YOURSELF AND
EXPLAIN YOUR PURPOSE

4. MAKE YOUR PURPOSE FOR
SENDING THE EMAIL CLEAR

5. IF USING ATTACHMENTS, INFORM IN
THE EMAIL

6. USE POLITE LANGUAGE AND AVOID
ABBREVIATING WORDS

7. GIVE THE LECTURERS TIME TO
ANSWER



Ethics of Communicating Via E-mail

1. Write the subject of the e-mail. Give a title/short description of your purpose for sending the message to the lecturer.
Example:
Final Project Revision Ajeng Putri
2. Write the opening words correctly. Mention the addressee and use a formal opening greeting.
3. Example:
4. Dear Mr Agung Prabowo; Good morning, Mas Arika.
Introduce yourself and explain your purpose for sending the email, especially if it is your first time emailing the lecturer. State your full name, study programme, and class.
Example:
Good morning, Mrs Susilastuti.
Introducing myself, my name Ajeng Putri, a student of Communication Science, class A Political Communication.
5. Clearly state your purpose for sending the email. If there are several things to convey, you can use pointers.
Example:
Related to Political Communication UAS, there are several questions that I would like to ask.
 - Is the UAS collected through SPADA?
 - Can I use English to answer the questions given?
6. If sending attachments, inform the e-mail. Give the attachment a clear and appropriate name. Also make sure you have attached the attachment to the e-mail.
Example:
I attach the revised Chapter 1 and Chapter 2 that I have improved according to the results of last week's guidance.
7. Use good language and avoid abbreviating words. Also pay attention to the use of punctuation, capital letters, and make sure there are no typos.
8. Before sending an email, double check the message and attachments to be sent.
9. Give your lecturer time to reply. Although replying to an email can be done quickly, your lecturer may have other commitments. If there is no reply for a long period of time, you can politely ask again.



ETHICS OF COMMUNICATION Via WhatsApp



1

Pay attention to messaging times
(09.00 - 15.00)

2

Start the message with a greeting and
self-introduction

3

State your purpose in a concise manner

4

Use formal language and avoid
abbreviating words

5

End the message with a thank you or
greetings

6

Avoid interrogating question



Ethics of Communicating Via WhatsApp

1. Pay attention to the time of sending messages. Messages should not be sent on holidays, during worship, or during breaks.
2. Begin the message by introducing yourself and offering a greeting.
For example:
Mum, good morning. I am Zahra Annisa, a Class C student studying diplomacy.
3. Briefly explain your needs to me.
May I use more literature for the presentation project due next week?
4. Keep your language formal and avoid acronyms. Make sure there are no mistakes and pay attention to capitalisation and punctuation used.
For example, avoid abbreviating "whr, whn, how, otw, i" and avoid using the informal terms "me, okay".
5. Say thank you or greetings to end the message.
6. Avoid asking "interrogation" style questions to the professor.
Wrong example:
"I apologise, Ma'am. Last week, I submitted my thesis draft. When can I get feedback?"