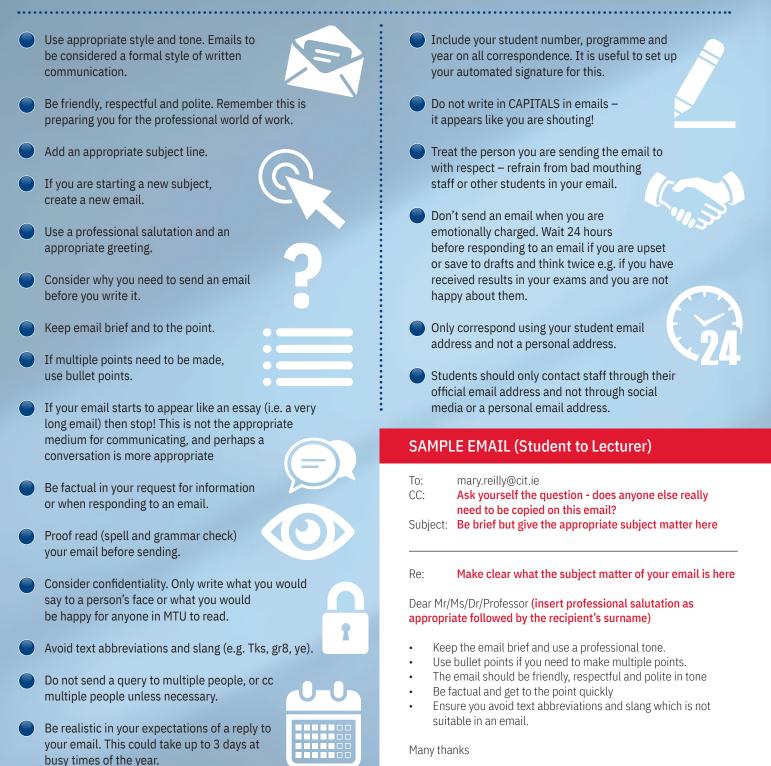
Department of Tourism & Hospitality Student Email Etiquette





Regards

Tom Smith

Do not send an email to Department of Tourism & Hospitality staff between the hours of 6pm and 8am (unless it's an emergency). Do not send an email at the weekend. If you want to write an email at these times, just save in drafts and send during office hours (this can be set up in email

options). Staff will also aim to only email you

during office hours.

R0002056778 NB. Have you proof read your email before pressing send

BBUS in Hospitality Management Year 3 Student

(including spelling & grammar checking)?