

## RULES OF SENDING EMAILS TO THE TEACHERS

Due to a very large number of emails received by teachers (including spam), it is required that all emails concerning the Numerical Methods 1 course be sent according to the scheme: the subject should start with characters "WUTNM1 " (WUTNM1 space), followed by a signature of a matter an email concerns, as stated in the following table:

Subject of an email	What does it concern?
WUTNM1 Tutorials	Sending a question about tutorials.
WUTNM1 Lecture	Sending a question about the lecture.
WUTNM1 Labs	Sending a question about laboratories.
WUTNM1 Project	Sending a complete project for grading.
WUTNM1 Matlab	Sending a question about Matlab.
WUTNM1 Other	Everything that is related with the course and does not fall into any of the above categories.

In the first line of every letter, write only your **first name (or names), surname, and index number**. If you need to write more (for instance you want to ask a question), put an empty line before the rest of your letter.

It is recommended that you send letters from the university email account. If that is not possible, use an account (email program) configured in such a way that the displayed name of the sender is his name and surname.

**Letters sent in the form other than described above may be replied to with a significant delay or not replied to at all (for the reasons described earlier).**

**Please use only the following teachers' email addresses:**

[pawel.keller@pw.edu.pl](mailto:pawel.keller@pw.edu.pl)

[michal.tuczynski@pw.edu.pl](mailto:michal.tuczynski@pw.edu.pl)

[iwona.wrobel@pw.edu.pl](mailto:iwona.wrobel@pw.edu.pl)