

Courtesy titles

A full stop after the courtesy title is optional.

Mrs.	Used for a married woman
Miss.	Used for an unmarried woman
Ms.	Used for both married and unmarried women. Many women prefer being addressed by this title
Mr.	The usual courtesy title for men, both married and unmarried

Special courtesy titles:

There are quite some titles which could be included in addressing somebody. The first list numbers the most common ones. In the second table you will find a non-exhaustive list of titles which are used more rarely.

Category	Title	Description
Academic / medical	Dr.	Doctor
	Prof.	Professor
Aristocratic	Sir	<p>This aristocratic title is used for knights. It is always followed by a first name. Addressing somebody by "Sir Richard" is wrong. The appropriate way is "Sir Cliff Richard" or "Sir Elton John".</p> <p>If you don't know who you are addressing, you could write "Dear Sir" in your salutation without the addressee being a member of the nobility.</p>

Category	Title	Address with
Civic & military	Knight	Sir (+ first name)
	Commander	CBE
	Officer	OBE
	Victoria Cross	VC
	Captain	Capt.
	Major	Maj.
	Colonel	Col.
	General	Gen.
Higher degrees	<u>UK</u>	
	Master of Arts	MA
	Master of Science	MSc
	Master of Letters	MLitt
	Master of Philosophy	MPhil
	Master of Research	MRes
	<u>USA</u>	
	Master of Arts	MA
	Master of Science	MS
	Master of Engineering	MEng
	Master of Philosophy	MPhil
	Master of Arts in Teaching	MAT
	Master of Fine Arts	MFA
Bachelor's degrees	Bachelor of Arts	BA
	Bachelor of Science	BSc
	Bachelor of Engineering	BEng
Diplomas	Certificate	Cert
	Diploma	Dip
Professional memberships	Chartered Management Accountant	ACMA
	Chartered Accountant	ACA
	Chartered Scientist	CSci