Name:

Formal Email Writing

Every year, I am amazed at the informality that students use when emailing me, and I have become increasingly concerned that this is how students address their professors or bosses later in life as well. Therefore, we are going to spend a little bit of time at the beginning of the semester talking about how you should address your teachers, and later professors, bosses, and other authority figures in the form of an email.

What are some reasons you might email me or another teacher?

What are some things you should always do or include in an email to an authority figure?

Examine the following examples:

Example 1:

Subject: English Essay from John Doe

Dear Mr. Johnson,

I've attached my essay on *A Tale of Two Cities*, which is due by the end of the day today. Thank you for allowing me to email it to you instead of turning it in during class. I’ve been out sick but wanted to make sure I got this to you on time since I know it’s such a big part of our grade. I really appreciate it.

Sincerely,

John Doe

Example 2:

Subject:  Question from Jane Doe

Dear Mrs. Smith,

I have a question about the project you assigned today during Chemistry II. The handout says that we need to find five academic journals to use as sources. Do those journals need to be in print, or will online journals also count?

Any guidance you can give me will be greatly appreciated.

Thank you,

Jane Doe

Example 3:

Subject: Late assignments from A Woods

Dear Professor Smith,

I would like to express my appreciation to you for all your efforts and patience in teaching biology to our class. I am one of your students in your 9 A.M. Introduction to Biology class every Monday, Wednesday, and Friday. As your student, I personally notice how you always find ways to make class discussions interesting and meaningful, and I’m grateful for that especially because I am not particularly fond of the subject.

It is in view of all your efforts in teaching, that I write this letter to apologize for my irresponsibility regarding the submission of my laboratory reports. I am sorry for forgetting the deadline of the report, due last week. Seeing that you are always prompt for classes and related activities has instilled in me the need to be punctual too, and yet I have failed in this regard. I would understand if you decide not to accept my late submission, but I humbly request that for this time you overlook this offense and grant me consideration.

Rest assured that I will not allow this to happen again. I hope for your kind understanding in this regard.

 Sincerely,

 Anastasia Woods

Your assignment:

* Write a formal email to me that follows the conventions discussed above.
  + As a reminder, my email address is **msanders2@wcpss.net**
* Include:
  + 1 paragraph of information about you,
  + 1 paragraph of questions and/or expectations that you have for me. What do you want to know about me as a teacher? What do you want from me as throughout the semester?
  + A link to a google document, entitled: [your last name, your first name] Poetry Responses