

Academic Discourse I

FS101

Resources

27th August

Fall 2021

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Basic Email Etiquette

- Use **header**, **body** and **signature** sections
- Write meaningfully
- Do not use unnecessary text to distract what is being communicated

Dear Professor,

I was recently in your Bioinformatics course of the Spring 2021 semester. I am writing to ask you for a letter of recommendation for the University of Nebraska. I intend to apply to the graduate program called Data Technology. My application will be due in three weeks from today (by date: xxx) and is to be sent to Victor Mann at the committee at the email address (xxx). I include my current curriculum vitae for your reference. If you are able, please consider writing a letter of recommendation on my behalf.

I thank you for your time.

**Much thanks,
Student**



Basic Email Etiquette Reference

INSIDE
HIGHER ED

- **Six basic inclusions**
 - Use a clear subject line
 - Use a salutation and signature
 - Use standard punctuation, capitalization, spelling and grammar
 - Do your part in solving what you need to solve
 - Be aware of concerns about entitlement
 - Add a touch of humanity
- Re: Your Recent Email to Your Professor
 - <https://www.insidehighered.com/views/2015/04/16/advice-students-so-they-dont-sound-silly-emails-essay>



The Maytum Center for Student Success

- **Study Skills:** Note-taking, Reading, Test-taking strategies and Time management
 - <https://sites.allegheny.edu/learningcommons/academic-resources/>
- **Time Management:** How to organize time and make best use of the day
 - <https://sites.allegheny.edu/learningcommons/time-management/>
- **Navigators:** Academic support for first-year students
 - <https://sites.allegheny.edu/learningcommons/navigators/>



The Maytum Center for Student Success

- **Subject Consulting/ Tutoring:** help for academics by subject-area tutors
 - <https://sites.allegheny.edu/learningcommons/tutoring/>
- **Speaking and Writing Consultants and Grammar Tutors**
 - <https://sites.allegheny.edu/learningcommons/writing-speech/>
- **Multilingual Writer Support:** TESOL support for students
 - https://docs.google.com/document/d/1AL0Y-7lcf-p_-S_pM_aa8vwZ1sp7Q0OjRRyTuakJgR0/edit
- **Counseling and Personal Development Center:** outreach services and help to college community
 - <https://sites.allegheny.edu/counseling/>