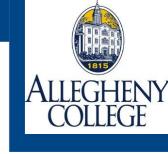
# Academic Discourse I FS101 Resources

27<sup>th</sup> August Fall 2021 Oliver BONHAM-CARTER



### 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





#### 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-st udents-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 subjectarea 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\_aa8 vwZ1sp7Q0OjRRyTuakJgR0/edit
- Counseling and Personal Development Center: outreach services and help to college community
  - https://sites.allegheny.edu/counseling/