

Subject: **Introductory email to course instructor**

Dear Ms. Atiq,

I am writing this introductory email to let my course instructor know about my course goals, current communication skills and feedback to teacher.

My goal for this course is to qualify every requirement to earn both good grades and optimum learning. As I am enrolled in "Technical and Business writing" subject along with other subjects in 5C where I have a lot to learn about professional writing which I had been waiting anxiously for 4 semesters. It has always been my top priority to learn certain skills to write in more effective way.

On the other hand, I have keen interest in mathematics and computer where I spend most of my time solving riddles. Consequently, my communication skills are bit compromised. However, I do prefer to give dedicated time to improve my writing, speaking, listening and reading skills. Since, I have a good chance to learn communication writing in this subject, I will avail every activity and preferably stay on front line.

regarding teacher pet peeve, literally I contemplated for half an hour but there seemed nothing annoying to me. However, i noticed a minor pet peeve for other candidates is "no slides sharing". I am sure, it will bring students concentration toward text book. Hence, teacher pet peeve is justifiable.

Thank for your time to read this email and giving me chance to think that way. I look forward learning a lot from you.

warm regards,
Zaeem Yousaf,
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