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A respond paper for Professor Holguin

Principle of Writing Class 5

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**The Wisdom of Writing a Formal Request Email**

A formal request e-mail is expected to let the readers get your purpose straightly and clearly and then grant your requests. So how to express your purposes appropriately and clearly with a proper tone becomes very important. By comparing email 5 and email 9 (They are attached to this paper in the Appendix.), we can find some wise methods of writing a formal request email.

First of all, the subject is the most direct-viewing thing to express what you want. Email five print a “smiling face” as its subject which makes the reader feel confused — he has to guess what the smiling face stands for. While email nine use “rhet 105 class” as its subject. I think it can remind the reader that “this email is related to your rhet 105 class” which gives the reader an advance notice. So I think you must have a proper subject and a proper subject should allow the reader to pre-judge and classify the email.

Secondly, you should express your purposes and give your reasons for the request clearly with as few words as possible. This can not only get the reader engaged more easily but also can help you focus on what you want to say. For email five, it just writes “Here it is” in the email. The writer does not explain the purposes of this email. Nor does he give reasons why he needs to ask for such a request. I think email nine does much better. The writer states his purposes clearly and straightly so that the reader can easily understand what his requests are. However, I also think email nine gives too many details which makes the reason seem like a lie. He says “I have been unexplainably sick. I'm not sure if it has something to do with the weather and allergens in the air, but I have been spending more time near the toilet than my actual bed.” These words give me a sense that the writer is trying really hard to convince both him and me that he is terribly sick. From my perspective, it will be much better if the writer just writes “I have a terribly stomachache these days and I feel too sick to do anything.” So, from the above, I think when writing a formal request email, you need to state your requests but remember your reasons need to be terse.

Apart from the appropriate expression of purposes, a formal request email should also have a complete salutation and a tone of respect and politeness. Email five just types “Here it is” in the email with an attachment without any salutation. I think it is too casual and impolite because it gives the reader a sense like you just go into your professor’s office, throw your paper on his desk and then go away! There is no wonder that this kind of bad behavior will make your professor feel uncomfortable and your request may not be met. I think it is just the same when sending a request email. You must pay attention to the tone and format you are using which can show your respect and sincere attitude. If you write a request email sincerely and deferentially, your professor will feel comfortable to read the email and the possibility your request to be satisfied will increase too. Meanwhile, you also need to write the salutation correctly. Though email nine does have the salutation, its format and the use of notations have some errors, like a “Dear” should be put in front of “Marilyn” and a comma should be put after “Thanks”.

Email five and email nine give us both right and wrong demonstrations. In conclusion, when writing a formal request email, you should and should always remember the wisdom of writing a formal request email —— having a related subject, stating purposes tersely but clearly, using a respectful tone and making your format formal and correct.

**Works Cited:**

Rob Smith. “Email Five.” Message to Professor Holguin. 10 Nov. 2007. TS. Email

George. “Email Nine.” Message to Professor Holguin. 12 Nov. 2007. TS. Email

***Appendix***

*1.Email Five*

*Date: Sat 10 Nov 14:19:52 CST 2007; From: "rob smith" <anonymous@gmail.com>*

*Subject: :) ; To: "holguin2@uiuc.edu" <holguin2@uiuc.edu>*

*Here it is.*

*Attachment: Reaction to Dracula.doc (41k bytes)*

*2.Email Nine*

*Date: Mon 12 Nov 13:46:00 CST 2007; From:<anonymous@uiuc.edu>*

*Subject: rhet 105 class; To: holguin2@uiuc.edu*

*Marilyn,*

*I know that today seems like the worst day to possibly miss class, but yesterday and today I have been unexplainably sick. I'm not sure if it has something to do with the weather and allergens in the air, but I have been spending more time near the toilet than my actual bed. I plan on going to McKinley tomorrow, and if all goes well I was wondering if I could bring by my annotated bibliography and rough draft to your office hours. I'm sorry again for having to miss class. If there is a penalty for my work being late, I'll just have to accept it.*

*Thanks*

*George*