

ENL2019T - Introduction Email to Professor - Assignment

- Intro Email to Profess – 5% – Due by the end of your Hybrid Hour of WEEK 1 (This week!)
- Submit using your Algonquin College email address. Send your email to mchughl@algonquincollege.com

TASK:

- In this assignment, please write me a short e-mail introducing yourself in more detail. Your e-mail will be marked for tone, content, format, and mechanics (grammar, spelling, punctuation).
- The subject of the email should be “ENL2019T Email Introduction Assignment”
- Your salutation should be “Dear Professor McHugh”
- Your email should answer the following questions:
 - Where are you from?
 - What brought you to Algonquin College? Why did you choose Algonquin?
 - Why did you choose your field of study?
 - What are your professional interests and/or career goals?
 - What are some of your interests and hobbies outside of class?
 - Tell me anything about how you like courses taught that could help me prepare a better course for you.
 - What are your impressions of ENL 2019T so far? Be honest – I can take it!
- Professionally sign off from your email with your first and last name

TIPS:

- **I recommend dividing your e-mail into separate paragraphs – one paragraph for each of the required questions.** Easy-to-read e-mails are composed of ***short paragraphs***, with each paragraph composed of a clear topic sentence and supporting information.
- Answer **all** of the required questions!
- Spell-check your e-mail before you send it!
- Because this is a formal e-mail, keep your language professional and concise.