E-mail 101

Nipun Batra
July 27, 2017

Deluge of E-mails
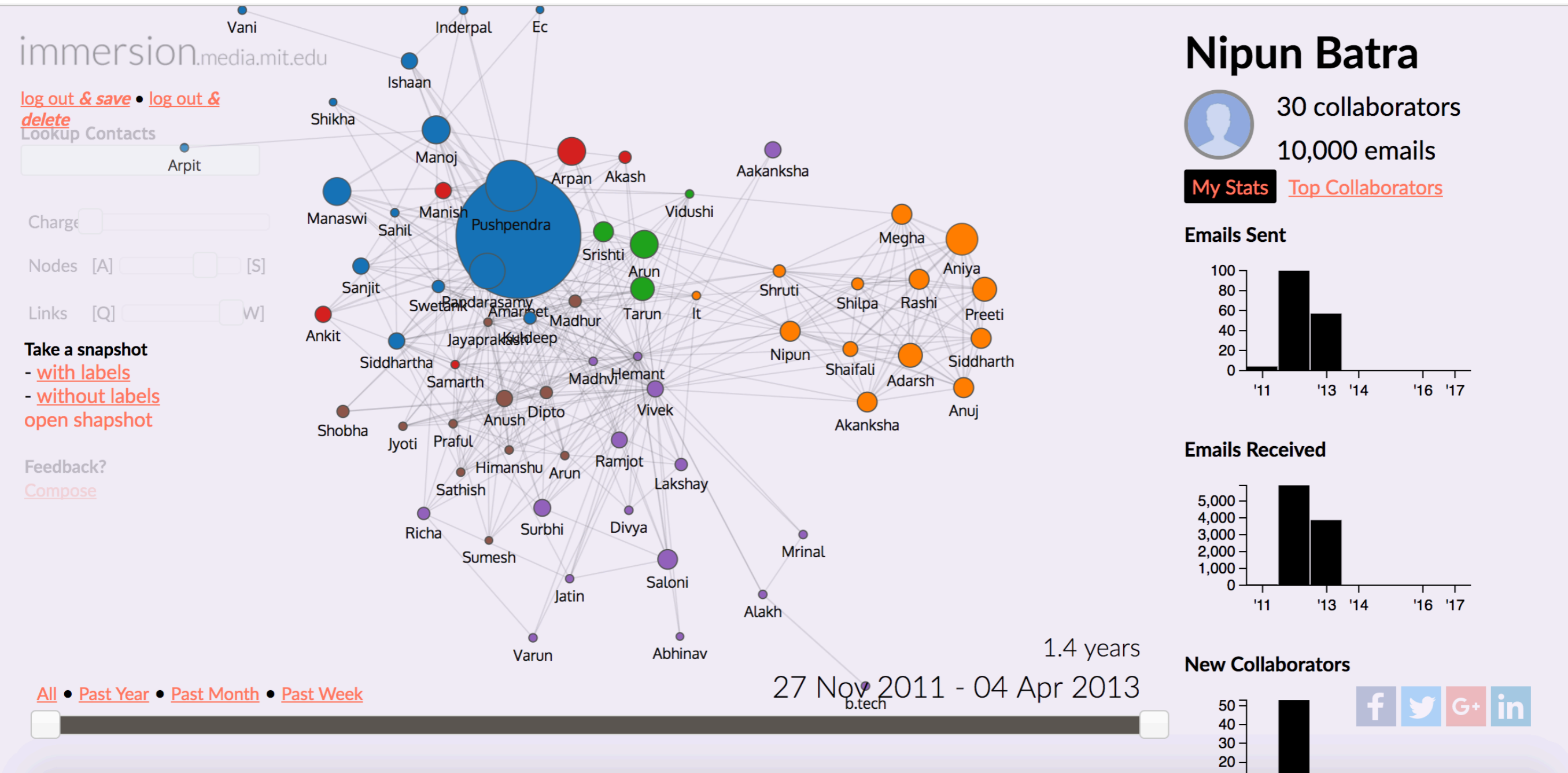
Exercise #1

Write an email to your potential advisor telling her/him about your interest in working with them.

Bad **Introductory** e-mail (by yours truly!)

Sir,

I am Nipun Batra,the second candidate whom you interviewed yesterday(the ██

candidate.Also i would like to learn from about the opportunities for pursuing a Phd in your group.I am genuinely interested in doing a Phd and only due to ███████████████████████████████████.All my friends on the UAV project are in CMU,UIUC,Purdue etc and i had atleast 10% more marks than them.████ ████████████████████I sincerely request you that you please reply.

Thanks

Good **Introductory** e-mail

Dear Professor ABC,

I am a student at ABC College with a major in xxx. I am a [junior] and will be graduating next May. I have a [4.0 GPA] and experience in our college's [summer program in xxx/ internship program in xxx/Honors College/etc.].

I am planning to attend graduate school in xxx, with a focus on xxx. In one of my classes, "xxx," which was taught by Professor XXX, I had the chance to read your article, "xxxx." I really enjoyed it, and it gave me many ideas for my future research. I have been exploring graduate programs where I can work on this topic. My specific project will likely focus on xxxx, and I am particularly interested in exploring the question of xxxxx.

I hope you don't mind my getting in touch, but I'd like to inquire whether you are currently accepting graduate students. If you are, would you willing to talk to me a bit more, by email or on the phone, or in person if I can arrange a campus visit, about my graduate school plans? I have explored your department's graduate school website in detail, and it seems like an excellent fit for me because of its emphasis on xx and xx, but I still have a few specific questions about xx and xxx that I'd like to talk to you about.

Good **Introductory** e-mail (borrowed from TheProfessorIsIn)

Dear Professor ABC,

Quickly tell about yourself

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Dear Professor ABC,

Providing context

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Showing interest in Professor's work

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8

Good **Introductory** e-mail (borrowed from TheProfessorIsIn)

Dear Professor ABC,

Showing clarity

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9

Good **Introductory** e-mail (borrowed from TheProfessorIsIn)

Dear Professor ABC,

Being precise in inquiry

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10

Good **Introductory** e-mail (borrowed from TheProfessorIsIn)

Dear

Showing willingness and background work done

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I am planning to attend graduate school in xxx, with a focus on xxx. In one of my classes, "xxx," which was taught by Professor XXX, I had the chance to read your article, "xxxx." I really enjoyed it, and it gave me many ideas for my future research. I have been exploring graduate programs where I can work on this topic. My specific project will likely focus on xxxx, and I am particularly interested in exploring the question of xxxxx.

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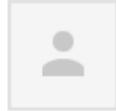
11

Exercise #1 Take 2

Now re-write your email to your potential advisor. Share how you feel your email improved.

Top e-mail collaborator- Advisor
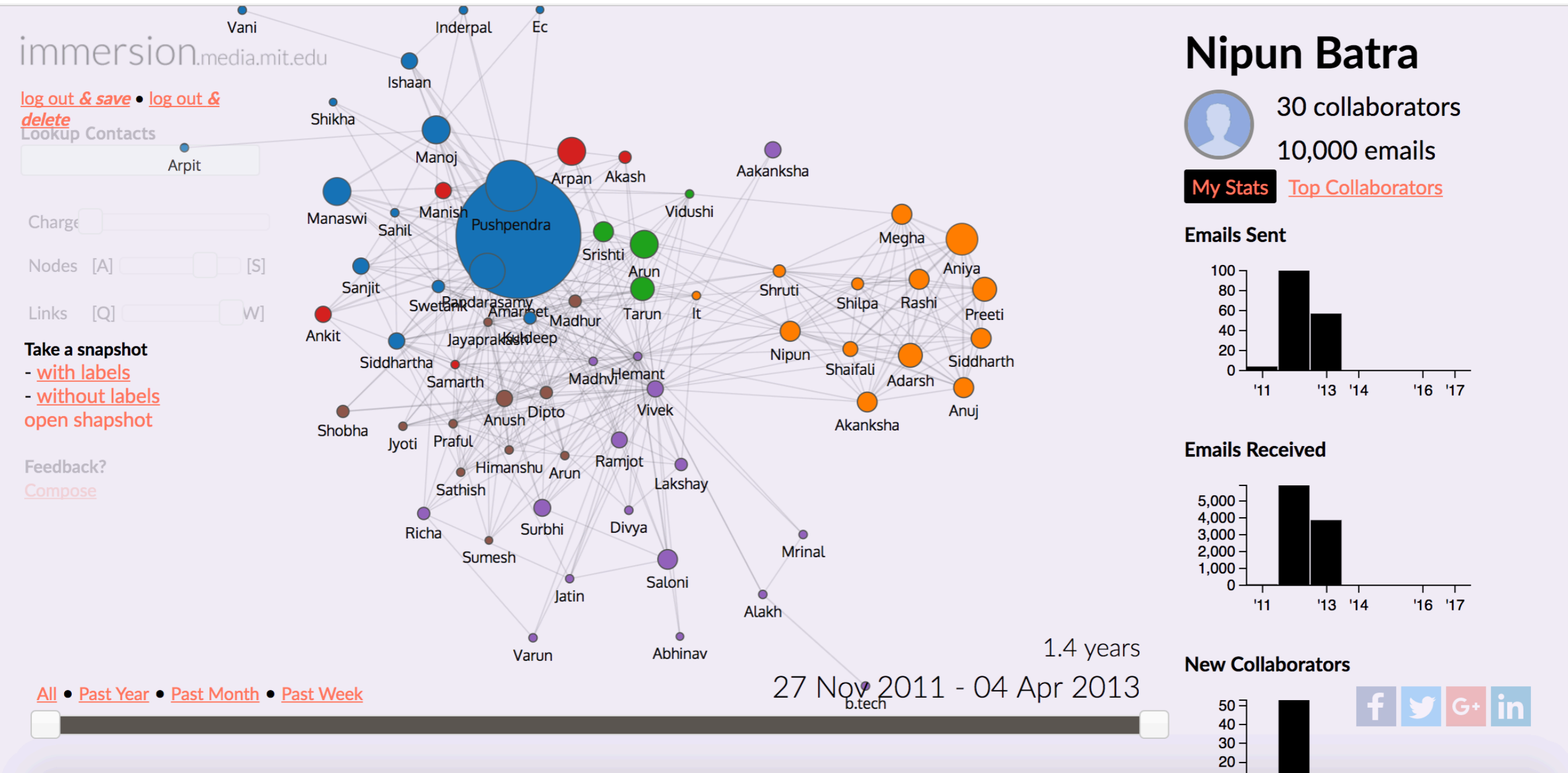
Top e-mail collaborator- Advisor

Amarjeet Singh <amarjeet@iiitd.ac.in>   7/14/13

to me

You are most welcome.

Blame all this on student adviser relationship and my addictiveness to emails :-)

On the right note, you have been hard working all through past 1.5 years and this stats is one just indication.

Best regards
Amarjeet Singh

On Jul 14, 2013 8:00 PM, "nipun batra" <nipunb@iiitd.ac.in> wrote:
> Hi,
> I was trying this viz. tool from MIT- https://immersion.media.mit.edu/viz#
>
> It shows interactions over email in a visually pleasing manner.
>
> It showed you as my top collab. There has been a total of 2700 emails exchanged between us of which ~1000 have been private (without involving others i suppose).
>
> So, i wished to take this opportunity to thank you for being so responsive. Many times we often take for granted something which we easily get. Thus, seeing these email numbers, i can but only thank you.

Exercise #2

Write an email to your advisor telling her/him about your latest results.

Bad **Results** e-mails

On Sun, Nov 27, 2011 at 8:29 PM, nipun batra <nipunb@iiitd.ac.in> wrote:

Sir,

I have been putting the updates regarding the emulator on http://www.iiitd.edu.in/muc/content/emulator-prototype

Once i am added as a member on repository i shall also begin committing code(or maybe i can setup a Github or svn repo)

Samy has an exam tomorrow.So maybe we thought i'll come on Tuesday and i shall discuss further with him.I must also inform you that he is extremely co operative and helpful.

Maybe after discussing with him,a common meeting time with you as could be set up.

Also i had another thought to my mind.4th year people in NSIT and DCE have a 2 month winter internship from Dec starting to Feb 1.Like the past 2 summer internship programs which had a great deal of work as apparent from the site,could we also host some winter interns.This might give them a chance to do their BTP's as an extension of the intern work.

I had similarly worked in my college(without stipend) under same mentor for this internship as well as BTP.

I also looked briefly at codebase of Han Zhao.It seems that part of his code can be used.But for that he shall have to provide a more generic interface and some libraries.

Regards

Nipun

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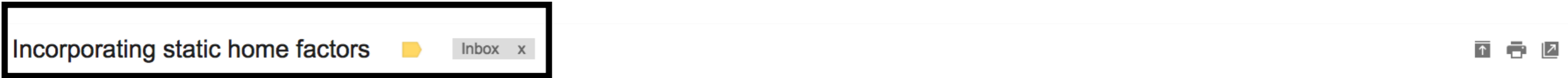also host some winter interns.This might give them a chance to do their BTP's as an extension of the intern work.
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17

Bad **Results** e-mails

Don't expand the scope to multiple topics!

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Regards
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Better **Results** e-mails

Incorporating static home factors 📁 Inbox x

Nipun Batra <nipunb@iiitd.ac.in>   Jul 19 (2 days ago)
to Kamin, Hongning, Yiling

Precise and informative subject

Kamin,
Your previous mail providing solutions such as recursive, independent, etc. was aimed at improving transfer results. Our current understanding is that the home factors get dominated by HVAC and aggregate.
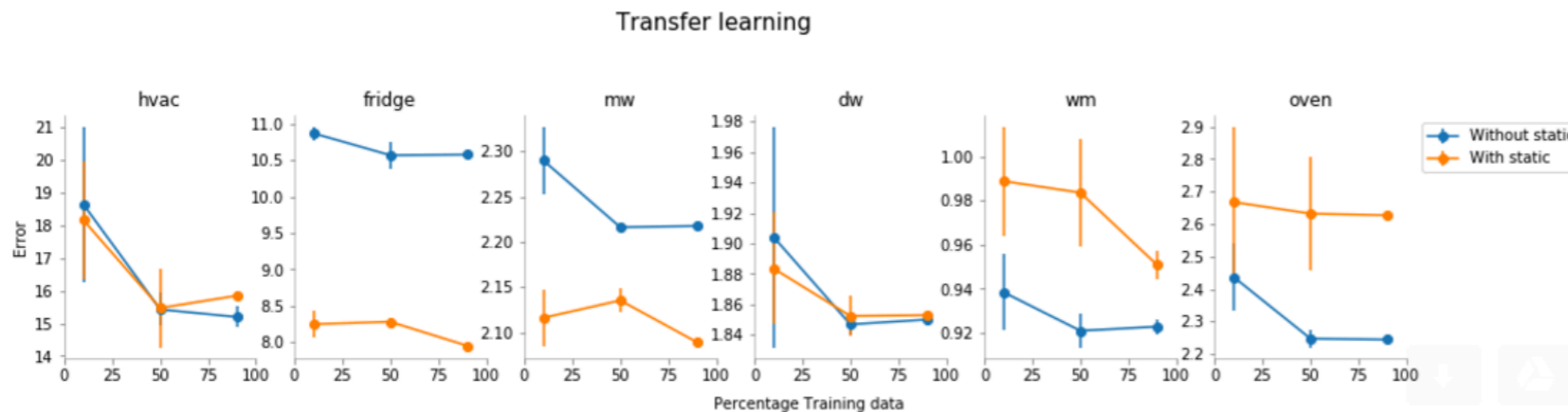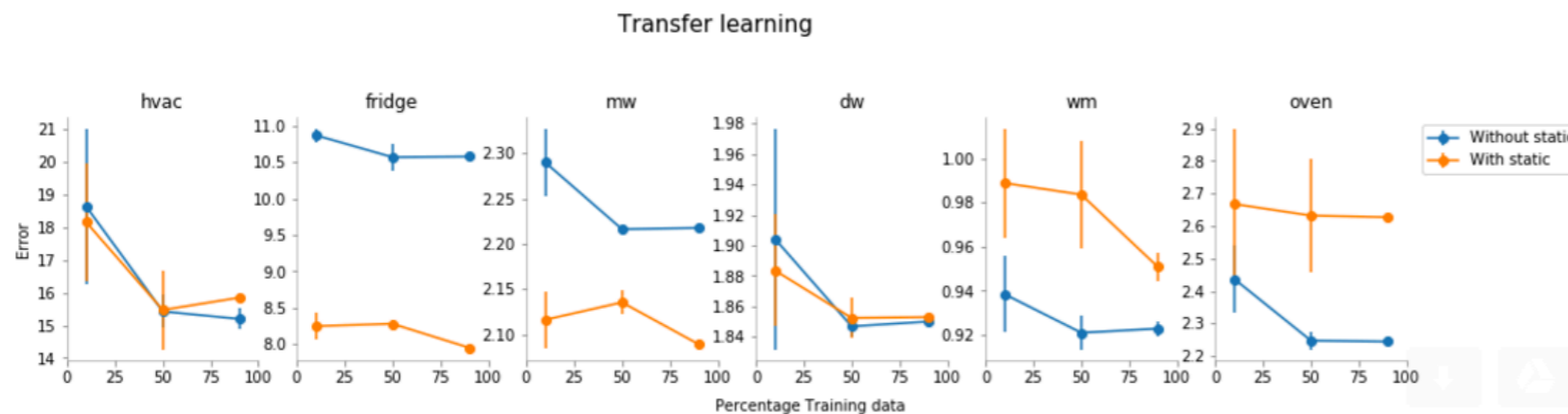
I wanted to quickly test the usage of home static factors in our tensor learning scheme before we dive deep into the models your proposed. Some of the static factors, like, area, number of occupants, would serve as pertinent factors for some appliances (for. eg. fridge depends on #occupants). Apart from this, there is another advantage: static features are known even for test homes.

Here is the experimental setup for transfer learning

1. #home factors = 5. Three home factors (area, num_occupants, num_rooms) are specified as known features.
2. Since the scale of area, #occupants, is different, they are all normalised individually on a scale of 0 to 1.
3. # season factors = 2. No constant is used in this experiment.
4. Learning algo is Adagrad

Results
Transfer learning- with and without static factors

These current results show the improvements in fridge and microwave, both of which were showed poor results previously. However, washing machine and oven results get worse.

Normal learning- with and without static factors

Better **Results** e-mails

Incorporating static home factors 📁 Inbox x

Nipun Batra <nipunb@iiitd.ac.in>
to Kamin, Hongning, Yiling

9 (2 days ago)

Context/Link to previous discussion

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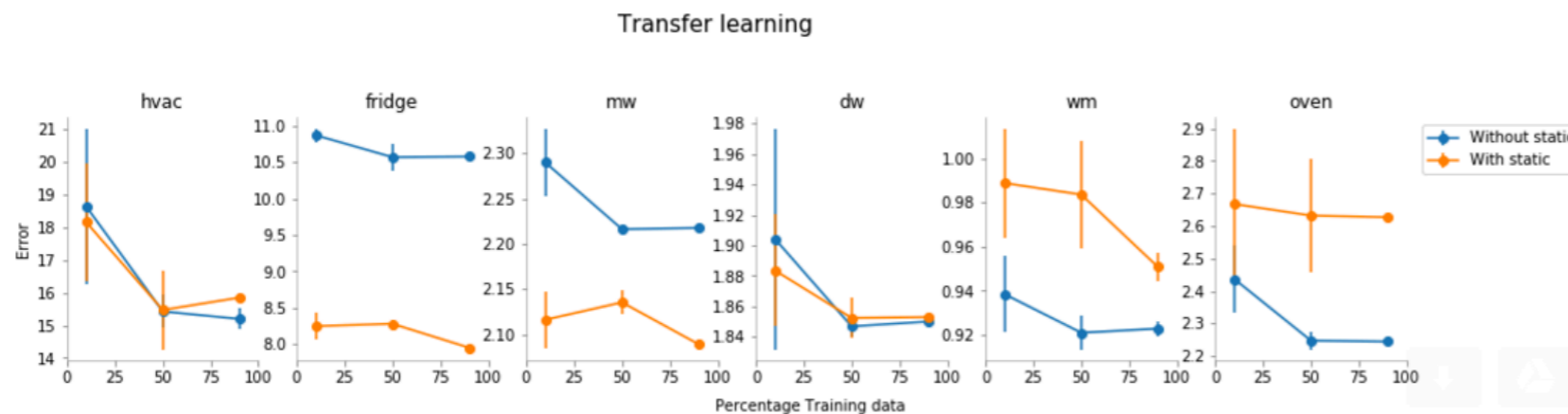
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Normal learning- with and without static factors

Better **Results** e-mails

Incorporating static home factors 📁 [Inbox x]

Nipun Batra <nipunb@iiitd.ac.in>   Jul 19 (2 days ago)
to Kamin, Hongning, Yiling

Aim/Hypothesis

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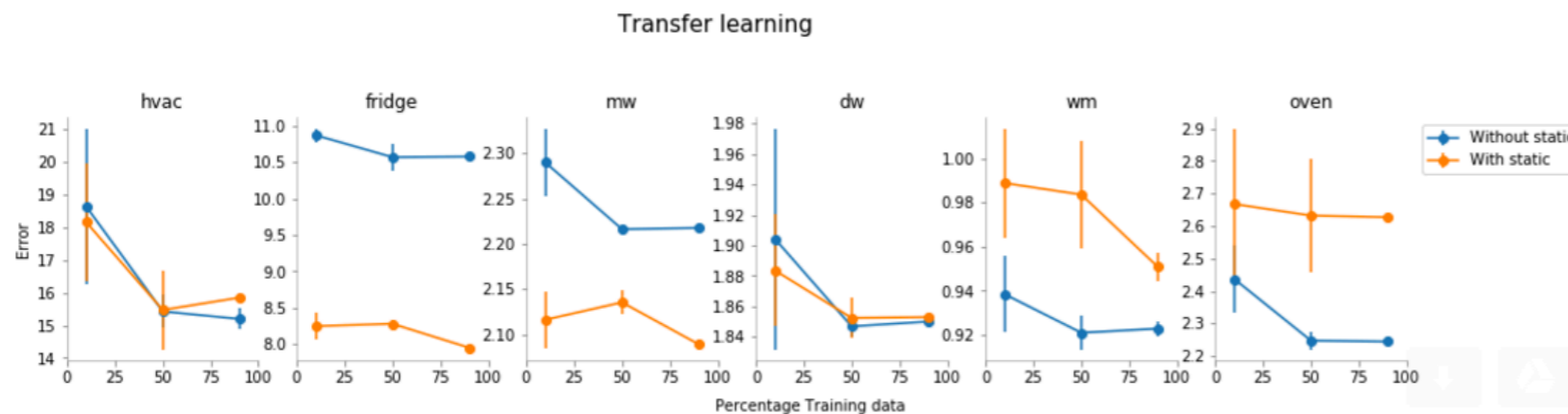
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Normal learning- with and without static factors

Better **Results** e-mails

Incorporating static home factors   📁   Inbox   x

Nipun Batra <nipunb@iiitd.ac.in>
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Jul 19 (2 days ago)

Experimental setting

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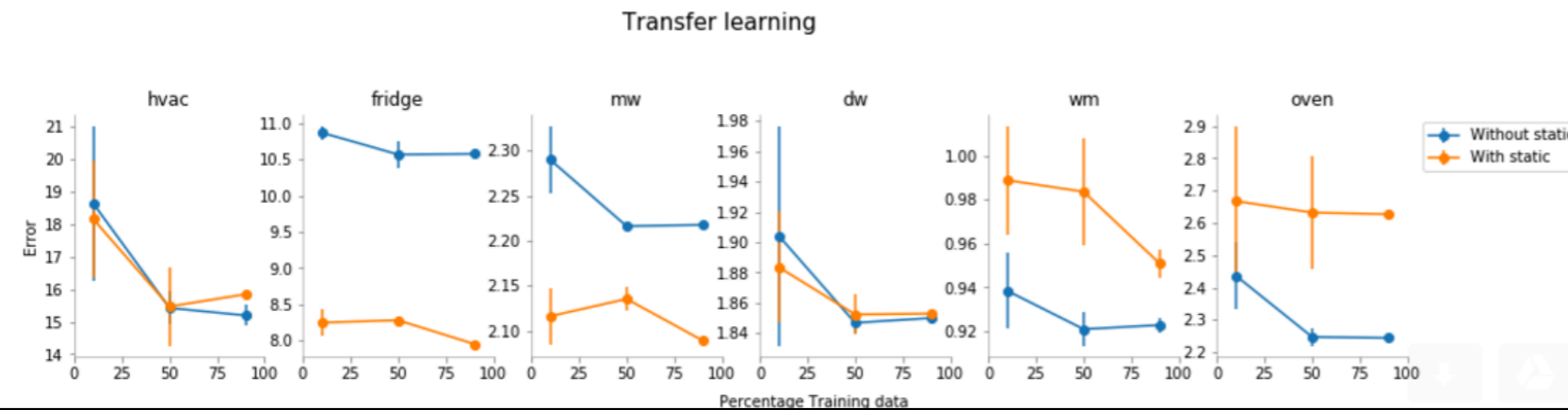
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Better **Results** e-mails

Incorporating static home factors   Inbox   x

Nipun Batra <nipunb@iiitd.ac.in>   Jul 19 (2 days ago)
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Take-away/Conclusion

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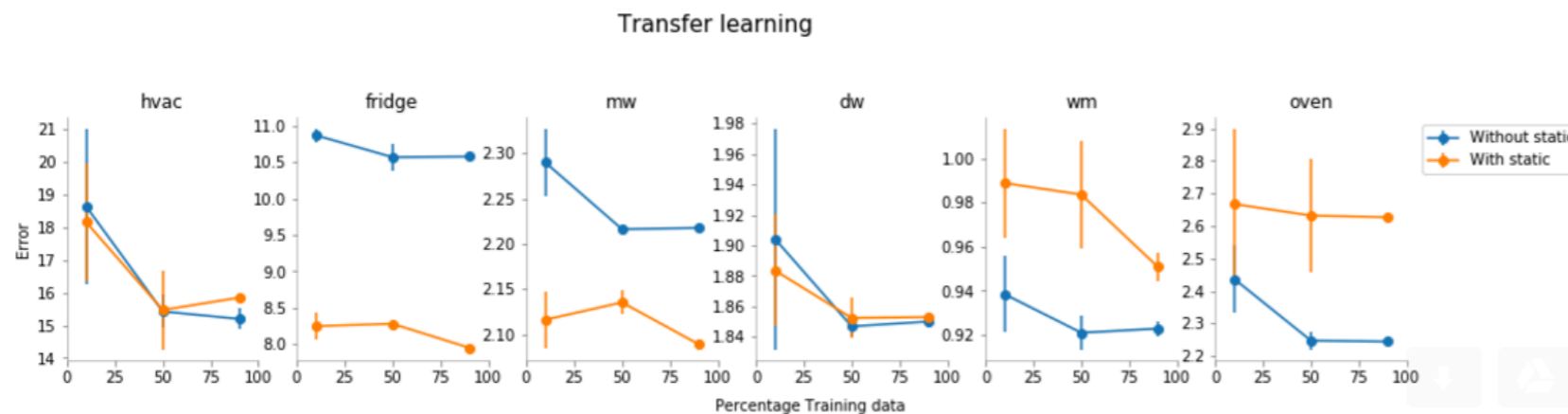
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Normal learning- with and without static factors

Better **Results** e-mails

Nipun Batra <nipunb@iiitd.ac.in>
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Next steps

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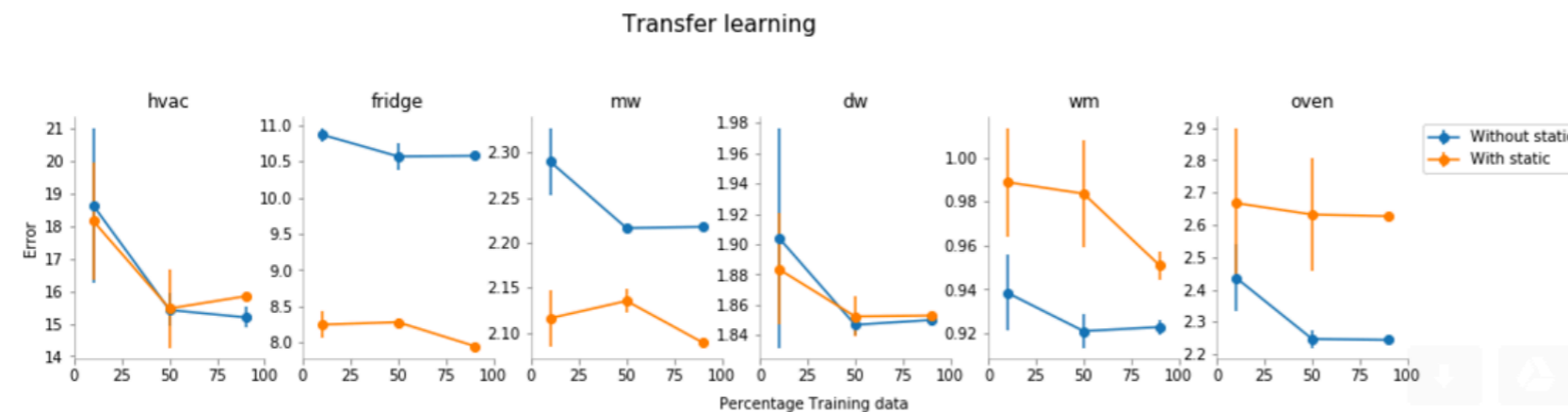
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Normal learning- with and without static factors

Exercise #2 Take 2

Rewrite an email to your advisor telling her/him about your latest results. What all improvements could you make?
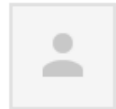
Exercise #3

Write an email to a researcher whose project/tool you want to use and you have some questions.

Bad **Project help** e-mail

Regarding required meet for project 🟨   Inbox   x

May 18 ☆

to nipunb ▾

Hello sir
I am assistant professor of ████████████████████████████.I am pursuing ████████
under ███████████████████████████████ngh sir from IIIT Delhi...Nd now I want to discuss with you on intrusive load
monitoring.. my guide told me to meet you and have a discussion on this paper...

Sir Kindly give me time on this Sunday in IIIT Delhi....because I ll be free on that day only Nd I think u too ....Nd then I need to
██████████████████████████████...

I am eagerly waiting for your response..

Thanking you

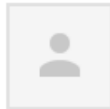# Bad **Project help** e-mail

Which project?

Regarding required meet for project   Inbox   x

May 18

to nipunb

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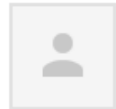report ███████████████████

I am eagerly waiting for your response..

Thanking you

Bad **Project help** e-mail

Regarding required meet for project   Inbox   x

May 18

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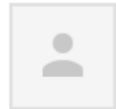
...

30

Bad **Project help** e-mail

Impolite?

Regarding required meet for project 🔶   Inbox   x   ⬆ 🖨 ↗

May 18 ☆   ↩ ▼

to nipunb ▾

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I am eagerly waiting for your response..

Thanking you

...

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Bad **Project help** e-mail

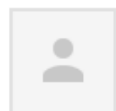**Nipun Batra** <nipunb@iiitd.ac.in>   May 18

to nipunb

Hi,
Can you please let me know what exactly you wish to discuss? I am afraid I am unavailable on weekends.
We can probably discuss on phone.

...

                                                                               May 18

to nipunb

Hii
My project is regarding smart building energy management....so for that I need to monitor load of a room...I hv seen ur paper regarding load monitoring nd disaggregation of load to different device as available...bt how can be measure actual power drawn by devices....or what is Python no idea for that...is there any programming included in it...

No problem we can talk on phone...bt we have a group who is working on this project...so it is better if we all meet nd discuss other issues also...

When u will free ????

My mobile number is ▮▮▮▮▮▮. U can contact me....

Thanks

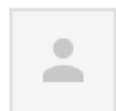# Bad **Project help** e-mail

No clarity on agenda

Nipun Batra <nipunb@iiitd.ac.in>   May 18

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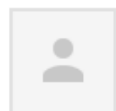**Zero effort put before mailing**

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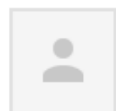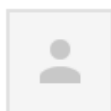
Taking other's time for granted

Nipun Batra <nipunb@iiitd.ac.in>   May 18

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Better **Project help** e-mail

Inbox   x

1/12/16

to nipunb

Dear Dr. Batra

Hello, my name is ████████████ I am undergraduate student from ████████████

Last year, I had a chance to participate Build/Sys2015 in Seoul as a staff member and I've learned about Neural NILM.

I think it is an awesome algorithm that can help to spread Demand-Response Service to consumers who does not have fancy sensors in their home.

Since I want to study about NILM, I am trying to install NILMTK(https://github.com/nilmtk/nilmtk) and run 'Demo of NILMTK v0.2 for BuildSys 2014'(https://github.com/nilmtk/nilmtk/blob/master/notebooks/BuildSys_2014_demo.ipynb) these days.

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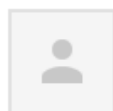Is there any advice how to download the full data set?

It will help a lot for my study.

Thank you for reading.

36

Better **Project help** e-mail

asking for how to download full data set to run 'Demo of NILMTK v0.2 for BuildSys 2014'?

Almost perfect subject

1/12/16

to nipunb

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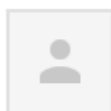
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Better **Project help** e-mail

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(Almost) Precise query

Inbox ×

1/12/16

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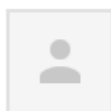
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Better **Project help** e-mail

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Inbox x

Polite tone

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Exercise #3 Take 2

Rewrite an email to a researcher whose project/tool you want
to use and you have some questions. Do you notice improvements?

Take-aways

- Everyone is busy. Bad emails usually don't get response
- Some tips for good emails:
  - Meaningful/precise subject
  - Context (Set the scene)
  - If possible, provide TLDR version
  - Polite
  - Proof read
  - Do your homework
  - Being precise in writing
  - Limit the scope