**Formal Email Assignment 5%** Seneca College Fall 2018 September 15th (midnight deadline).

Professor Elpida Morfetas

While you are in college, think about being a student as (one of) your job(s). You should communicate with your professors like you would with employers in a professional work environment.

Write a 250-word formal email to Professor Morfetas to explain:

1. Who you are
2. What experience you bring to the classroom
3. What you hope to gain from taking EAC397 (consult the syllabus so you can be specific)

Requirements:

* Do not email this message directly to me – use the drop box in BLACKBOARD to submit your assignment by September 15th (midnight deadline).
* Use an informative subject line. For example: "EAC397: Introducing [your name]".

Starting your email:

* In a formal context, begin the email with your professor’s name (“Dear Professor Smith:” for example). Do not call professors by their first names unless they ask you to do so
* Your introduction should begin with a single topic sentence that summarizes your email by offering a brief reference to each of the three requirements: (1) who you are (2) what experience you bring to the class (3) what you hope to gain from the course

Body of email:

* The body paragraphs of your email should expand upon each of the three points of your topic sentence with relevant details. You may use bullets or numbering where you feel it is appropriate.

Closing your email:

* The conclusion should restate the main idea and point to your next steps: what do you hope you’ll experience in EAC397 and how will this course help you?
* End your email with a closing (like “Sincerely” or “Thank you”) and your name
* Below your name, include an email signature with your name, your current program and college

General email writing for college:

• Write in complete sentences with correct spelling, grammar, and punctuation• When in doubt about how you should speak, write, or act, it’s safest to write moreformally. An email to a professor should not read like a text message, or a demand to a customer service representative or instructions for a PA (Personal Assistant)• Proofread your email before sending it

*Rubric:* This email will be graded for content (all three questions are answered); tone (shows an awareness of being a formal email); organization / layout (introduction, body, conclusion); accurate grammar and spelling.