**Vocabulary Task 1: Emails to your Professor**

**Instructions:**

This is a **writing task**. You will need to write two different emails to your professor, each about a different topic: In the first email, you will **make a request** of your professor, and in the second, you will **ask for permission.**

Please also review the handout entitled “Email – Vocabulary, Tips, and Examples” for additional vocabulary/phrases related to requests and permission, and for guidelines on how to write a formal email. Your emails should include the following parts:

1. A subject
2. A salutation
3. A brief statement of why you are sending the email, and any necessary explanatory details (this is where you would use the language for requests/asking for permission)
4. A brief closing remark thanking the professor
5. An appropriate sign-off

**Sample Email:**

To: Chris U

From: Michael Leibner

Subject: Question about Conjunctions

Dear Chris,

I hope you are doing well this week. **I am writing to ask you** to **provide** clarification about a grammar point that I am strugglingto understand. You wrote on my essay that I should not begin a sentence with a coordinating conjunction (for example, “and” or “but”) and indicatedsome mistakes that I made with this. However, I have always done this, and sometimes I see other people use these conjunctions at the beginning of sentences. **Would it be possible** for you to explain why this is wrong, and how I can prevent this mistake in my writing?

I am **grateful** for your **support**, and I look forward to hearing from you.

Best regards,

Michael Leibner