COM101 Formal E-mail Assignment – The Temin Effect (2.5%)

Genre: Formal E-mail

Audience: Your Program Coordinator

Purpose: Persuasive

Insert your own text instead of the text highlighted in yellow.

Subject Line: insert an appropriate subject line here

Salutation: insert an appropriate salutation here

1. Introduction
   * Briefly introduce yourself and state the purpose of your e-mail.
2. Body
   * In your own words, explain the concept of the “Temin effect” and refer back to the text (give an in-text citation in APA format).
   * Propose a cross-training discipline that could be useful for students in your program.
   * Explain the benefits of this cross-training to your Program Coordinator by outlining specific professional skills developed through this process.
3. Conclusion
   * Conclude with your contact information and ask your recipient to respond to your proposal.