

WT1: Email to Professor

For the first writing task, you will be asked to write an email. This email should be addressed to one of your instructors, an advisor, or another employee at ASU. In addition, you need to e-mail with a request (e.g., asking for an appointment, for feedback on your assignment, or an explanation of homework). The email should be short and simple, but it needs to be written in formal language and formatted appropriately.

Your email must:

- Be addressed to a real person at ASU with whom you have contact.
- Include a formal opening and closing.
- Include an appropriate subject line.
- Make a polite request.

Learning Objectives

- To practice formal emails
- To learn how to make a formal request
- To practice polite and formal language.
- To get comfortable with contacting people at ASU.

Submission

This task will be:

- Submitted via Google Drive.
- Shared with your instructor
- Named appropriately. The file name must include:
 - Your name
 - The task
 - Your class day and time.
 - For example, “HyeSook Kim WT1 Monday 1:30 PM.”

Grading Criteria

WT1 will be graded on the following:

1. **Audience:** The e-mail is written to one of your instructors, an advisor, or another employee at ASU.
2. **Request:** The writer makes the request clearly in the email. The reader should clearly understand what he or she needs to do to fulfill the request.
3. **Email Formatting:** The email is formatted like an email, including an appropriate subject line, opening, and closing.
4. **Use of Language:** The email is formal and polite. The message includes a salutation and a closing
5. **Content Organization:** The email is organized in a reasonable way.

Due Date:

WT1 is due no later than the beginning of class time on Week 6.