

WT2: Email to Professor

For the second writing task, you'll be asked to write me an email. In this email, you should ask me for a recommendation letter. I would like for you to request a letter to recommend you for a scholarship at ASU. The email should be short and simple:

- Request the recommendation
- Clearly state what is required (including submission dates and methods)
- Detail your relationship with me
- Carefully hint at what might be included in the letter (for example, if you have strong grades or are a hard worker)

Learning Objectives

- To practice formal business emails
- To learn how to make a formal request
- To practice politeness
- To practice detailing a process
- To work on indirect language

Length and Format Requirements

All emails must:

- Be a minimum of **250 words**.
- Use formal email formatting
- Have a file name with your name and the task (i.e. "Ryan Shepherd WT2")

Grading Criteria

WT2 will be graded on the following:

1. **Email Formatting:** The email is set up like a formal email.
2. **Request:** The writer makes the request clearly and early in the email.
3. **Requirements:** The writer gives a clear step-by-step process for writing and submitting the letter of recommendation.
4. **Connection to Professor:** Explain to the professor why he is appropriate to write the letter.
5. **Hint at Qualifications:** Subtly hint at what you want the professor to include in the letter.
6. **Use of Language:** The email is formal and polite.
7. **Content Organization:** The email is organized in a reasonable way.
8. **Attention to Assignment:** The email responds to all of the requirements above.

Due Dates:

WT2 is due no later than the beginning of Class 9.