

2. Change "destination"/printer to "Save as PDF."



3. Click "Save."

Language Learning Center 77-1005, Passport Rewards

RW13. Emailing Your Professor

RW13. Emailing Your Professor

| udent Name: | Stud | lent ID Number | ·: |
|---|--|--|--|
| tructor: | Leve | el: | _Date: |
| For media links in this activity, vis | sit <u>the LLC ESL Tuto</u> r to see all the resc | | |
| Section 1: Co | mpare Informal a | ınd Professor | Emails |
| udy the image below about how to email a t | teacher. | | |
| ow do you think informal emails differ from | emailing your instruc | ctor? Make a list | of your ideas below. |
| a) | | | |
| b) | | | |
| c) | | | |
| 1 SUBJECT LINE 2-5 word summary of Missing Grade Homework Question Late Work 2 BEGIN WITH A | GREETING This is in the body of the email | CLOSING Thank you Have a nice SIGN YOU Gene Be sure to u capitalizatio Always use Plz spell ou | ral Tips: use proper on & punctuation. proper grammar. ut ur words. spell out your |
| ow do you think informal emails are the sam d) e) | | | · |
| | | | |

Revised on 4/20/2021

Section 2: Listening

Watch the video "Make your Emails Count: How to Write to your Instructors" and answer the questions below



| 1) | .) Why do you think the video starts by saying emailing your professor is not like sending a text? | |
|----|--|--|
| 2) | Two features of emailing your professor are a) being polite and b) getting to the point. What does it mean to "get to the point"? Why would professors value that? | |
| 3) | What are the three parts of an email given in the video? | |
| 4) | Write an example of an informative subject line for one of your classes following the examples in the video. | |
| 5) | Write a closing for an email using your personal information. | |
| 6) | Why does the video say to check the course outline (also called course syllabus) before emailing your professor? | |
| | a. Bonus Question: Where else can you ask for information before emailing your teacher? | |

Revised on 4/20/2021 2



Language Learning Center 77-1005, Passport Rewards

RW13. Emailing Your Professor

| 7) | Before clicking "Send" on the email, you should always check what? NOTE: More information about these can be found in RW12: Writing an Informal Email. |
|----|--|
| 8) | Did you understand the following words in the video? In your words, describe what they mean. |
| | a. Concise |
| | b. Accommodation |
| | c. Proofread |

Section 3: Bad Emails

Now you are going to <u>watch another video about email etiquette</u>. Etiquette means a series of rules for polite behavior. Here, etiquette is being applied to emailing your instructor.

After you watch, make a list of all the mistakes that the student made in the following email. Please note that this email is fictional; it is not real.

李菁 < miff89@_(...any email server)

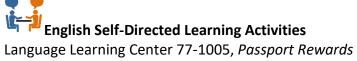
Subject: Hello Pro Oct. 3 at 2:33 am

How r u

Yesterday @ 5:00 pm, I sent you email. You have not replied. You must tell me when Assignment 1 is due. i cannot start the assignment until I hear from you



)}\$



RW13. Emailing Your Professor

| List of I | Mistakes in miff89 Email to the Professor: |
|-----------|---|
| 1) | |
| 2) | |
| 3) | |
| 4) | |
| | |
| 5) | |
| 6) | |
| **NOTE | : You may use fewer lines or more lines depending upon interpretation. Your Tutor will discuss this with you.** |
| | Section 4: Writing |
| going to | e that you need to send an email to your Professor because you did not take a quiz on time. You are o send an email to your Professor asking him/her for a makeup quiz. What details should you include in ail? Write an email with all the necessary information and pieces. |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Revised on 4/20/2021



Section 5: What Did I Learn

Complete this table BEFORE meeting with a tutor.

| Communication Skill | I can't do this YET. | I can do this WITH help. | I can do this WITHOUT help. | I can TEACH this to a classmate. |
|--|-------------------------|-----------------------------|-----------------------------------|----------------------------------|
| I know the important pieces to include when I email my instructor. | | | | |
| I can identify what makes an email inappropriate to send to a professor. | | | | |
| I can write an appropriate email to my teacher. | | | | |

| Here are some words/phrases I | need to practice. | |
|-------------------------------|-------------------|--|
| | | |

Good job!

Now go to the <u>LLC Tutoring Website</u> and make an appointment with a tutor. Visit the <u>Virtual LLC</u> at the time of your appointment.

Section 6: Practice with a Tutor!

Meet with a tutor and share this activity with the tutor. You will review this SDLA with the tutor. You may also ask the tutor any questions that you might have.

Grading Rubric

| Possible Points | Need Practice | Good Job | Excellent Work |
|--------------------------|---|--|---|
| | ••• | ••• | |
| | (0-1 Point) | (2-3 Points) | (4-5 Points) |
| Content Skill: Speaking | Not enough information provided in responses and often does not use correct vocabulary. More than 6 mistakes | Provides most important information in responses and some of the time uses correct vocabulary. Not more than 5 mistakes | Provides all necessary information in responses and most of the time uses correct vocabulary. Not more than 2 mistakes |
| | saying words; needs guessing more than 3 times. | saying words; needs guessing on 1-2 words or sentences. | saying words; needs no guess about meaning. |
| Oral Fluency | Speaks mostly in phrases, individual words; many pauses. | Sometimes speaks in complete sentences; several pauses. | Speaks in complete sentences; a couple pauses okay. |
| *Students must re | eceive at least 10 points to mov | ve on | Possible Points:/ 15 |

^{*}Students must receive at least 10 points to move on **Tutor Comments:**

| ☐ Congratulations! Keep going. | ☐ Work on this more. |
|--|--|
| You have successfully completed this SDLA and are ready to continue to the next. | You have not yet mastered this SDLA. It is recommended that you complete it again. |
| Futor Signature: | Date: |