Correcting Faculty Emails

Directions

After learning about Interacting with Faculty Members in class, each group will be assigned one or more sample emails written to a faculty member. Some emails demonstrate effective communication. Others include common mistakes (tone, clarity, professionalism, missing information). Read each email carefully and identify areas that could be improved. Then, rewrite the email using your improvements.

Email #1

Subject: Request for Meeting to Discuss ENG 201 Research Topic

Dear Dr. Thompson,

I hope this email finds you well. My name is Sarah Clark, and I am in your ENG 201 class, section #03, on Mondays and Wednesdays at 2 PM.

I am writing to request a meeting to discuss potential topics for our upcoming research paper. I have narrowed down a few ideas but would appreciate your guidance to ensure I'm on the right track.

Thank you for your time and consideration. I understand you have a busy schedule, and I truly appreciate any time you can spare to assist me.

Warm regards,

Sarah Clark
RU ID # 9876543

Email #2

Subject: help!!!

yo,

i'm in ur class and i need help with the paper thing. can we meet or something? also, when's it due?

thx,
SC

Email #3

Subject: Clarification on ENG 201 Research Guidelines

Dear Dr. Thompson,

I hope this email finds you well. My name is Michael Johnson, and I am in your ENG 201 class, section #05, on Tuesdays and Thursdays at 3 PM.

I am seeking clarification regarding the citation format for our research paper. While the guidelines mention APA, I wanted to confirm if footnotes are also acceptable.

Thank you for your time and assistance. I look forward to your guidance.

Best regards,

Michael Johnson
RU ID # 8765432

Email #4

Subject: Question

Hey Thompson,

I'm a bit confused about the research paper. What format do we use for citations? And do we need footnotes?

Thanks,
Michael

Email #5

Subject: Request for Office Hours Appointment - ENG 201

Dear Prof. Williams,

I trust you're doing well. I am Emily Roberts from your ENG 201 class, section #07, meeting on Mondays at 10 AM.

I was hoping to schedule an appointment during your office hours next week to discuss my paper's thesis statement. Your feedback would be invaluable.

Thank you for considering my request.

Warm regards,

Emily Roberts
RU ID # 7654321

Email #6

Subject: Need Help

Hi,

I'm in your Monday class and wanted to talk about my paper. Can we meet next week?

Emily