

Self-Introduction Email: You as a Person, Writer, Researcher, & Technologist
Due Friday, 9/6/19 at 11:59pm

Purpose: To introduce yourself to me. To reflect on your experiences and goals as a writer and researcher. To provide you and me with a baseline against which we can measure your progress over the semester.

Task: Complete the reading assigned for Friday, 9/6, paying particular attention to the “Email” section of the syllabus. Then compose and send an approximately 500-600-word email that introduces you as a person, writer, researcher, and technologist. Include the word count at the very end, after your name, and send it to me at kenalba@bu.edu. The following questions are provided as optional prompts: you’re welcome to respond to all, some, or none of them.

- As a person:
 - Who are you? Where are you from? Have you been shaped by any particular experience? What are your interests and passions?
 - What name do you prefer to be called? What pronouns should I use when I refer to you?
 - What are your strengths and weaknesses?
 - What is your major? What is your career plan after college, and why?
 - What is something surprising or interesting about you?
- As a writer:
 - Do you like to write? Why or why not?
 - What is your writing process? What are your habits as a writer?
 - Which skills do you feel confident about? Which skills do you think you need to work on?
 - What do you like and/or dislike most about writing?
- As a technologist:
 - What information communication technology are you familiar with? Do you know any programming languages? CSS? HTML? Have you worked with Twine before?
 - In which ways have you used different communication tools and technologies in your academic, personal, and work life?
 - What video games have you played that you’d be most interested in discussing and exploring in a classroom setting?
- Overall:
 - What are some of your goals for this course?

Logistical Matters: Before midnight on Friday, submit this assignment by emailing it to me: kenalba@bu.edu. You will also want to save a local copy of your assignment – I’d advise, at this point, making a Google Drive folder for this class and keeping a subfolder for assignments. Remember that this is a formal assignment, and as such your email should be formal. Generally, email sent within the context of a professional or academic relationship should reflect the nature of that relationship: it is the prerogative of the more senior person (the manager, administrator, or instructor) to establish the tone. When in doubt, adopt a formal tone until the more senior person signals that a less formal manner is welcome. Also, keep in mind that in a professional or academic context, women should not be addressed as “Mrs.” or “Miss” because their marital status isn’t relevant. For your college professors, use “Professor” or “Dr.” if appropriate.

All email sent within the context of an academic or business relationship should have a subject line (for example, “Quick question about JSTOR,” but not “HELP!!!”), begin with a salutation that includes the

receiver's name ("Dear Dr. Alba," but not "Hey,"), conclude with a valediction ("See you tomorrow," "Best," "Regards," etc.) followed by your name, and be free of obvious mistakes (misspellings, etc.). Never send an attachment with an empty email or subject line. In general, emails should be as brief as possible. However, when a longer email is necessary, it should begin with a brief overview summarizing its purpose, should be broken into well-organized sections separated by white space, and perhaps should even include bolded section headings to help the reader to quickly locate information.

Throughout this semester, *I may not reply to email that does not adhere to this format*. Or I may respond by asking you to reread this assignment sheet and to revise your email. After all, this is a writing course.