**How Not to email a professor or instructor…. Or anyone!!!**

Task: With a partner mark up the emails below to show the issues with the email. Comment about “tone” under each email.

**“Hey!**

1

**I wont be in class today, I feel very sick and need to sleep all day. I know we are watching the movie today so il watch that before class on Tuesday. let me know if there’s anything else I miss! I have a friend in the class who should bring u my paper but I have attached it here as well just in case.**

**Again I apologize for my absence but I wouldn’t be able to stay awake and let alone focus on the material in class and would just like to sleep out this cold/flu hybrid. Thanks a lot and have a great weekend! Also let me know if I need a Doctor’s note, the health center is just backed up on appointments and wouldn’t be able to take me till at least Monday.”**

**Unsigned.**

Comment on tone of email:

2

what’s up sherry  
i left my test in the back of the classroom. i was hoping you could pick it up and give me comments on it and also maybe make a study schedule for me so i know how to improve.  
i know ur busy so thanks

Comment on tone of email:

Comment on tone of email:

Dear Dr. mendeddrum,

You don’t actually know me, but my boyfriend, StudentX, is in your CourseY. I would just like to apologize for the fact that he was not in class on Monday. He did something really schetchy this weekend and I sort of punched him in the face. He was too embarassed to come to class with the black eye, and it was my fault–although if he hadn’t done it neither would I–and I’m sure he’ll be in class on Friday.

Really sincerely,  
Girlfriend

3

4

I Submitted my papewr on time, but I forgot to check the in text citation and submitted a copy with them all messed up, anyway I resubmitted it today to fix this, but i know that’ late, so just letting you know the paper part was in on time, but the in text citation was not.

\*\*\*subject line “hey teach”

Comment on tone of email:

Mr. XXX,  
Why did you give me an F? I attended most of the classes and at least tried to understand the materials. I think I deserved at least a passing grade. I studied hard for the exam in hopes that I would at least pass the class. Now I am behind another 2 semesters because I have to retake this class and then take Managerial Acct. Can you please reconsider? Hope to hear from you soon.  
Thanks,  
George

5

Comment on tone of email:

Task:

1. Choose a Scenario:
   1. You worked very hard on an assignment and you submitted it on time and received a “C.”
   2. You will be missing class, there is quiz scheduled.
   3. You did not understand content presented on Monday and you need to know concept to complete am assignment for Friday
   4. You were insulted by the way your professor talked about a certain group of during a lecture
   5. Other issue
2. Email me @ [mrsargus2@gmail.com](mailto:mrsargus2@gmail.com) as if I were the professor and you had the issue