

Sample Emails

The following is an example of an email that needs work. It needs to be written more formally, it should be proofed for spelling and grammar issues, and it is missing a greeting and a closing with a signature. Also, the purpose of the email is buried at the very bottom of the message, and it is not clear exactly what the student does not understand.

I am REALLY excited to start class. I have always dreamed of becoming a writer or an author of some sort. I made my first book when i was in kind garten. My mother was so proud and she gold me that I can do anything I wanted if i worked and studies hard. That is why i am here. But I need your help cause I do not understand the assignment for week one. Can you help me?

Thnx

Revised Email from Student

The **greeting** uses the recipient's formal name.

Good evening Ms. Jones:

I am excited to start class. I am having some trouble understanding the first assignment. The instructions say to write a formal journal but I am not sure what that means. Can you help me?

The **body** of the email is clear and to the point.

Thank you for your time,

Sam Student
Course: ENG 122
Student ID: 123456

The **closing** is appreciative and includes the sender's name and other relevant information.