

WHAT TO INCLUDE IN YOUR EMAIL

1. **SENDER:** Your full name (in English if possible)
2. **SUBJECT LINE:** Tells the professor what the email is about without opening it
 - Homework (May 15)
 - Paragraph Writing #1
 - Absent from class (April 4)
 - Scheduling a meeting
3. **GREETING**
 - Dear Professor Joyce Paek,
 - Dear Professor Paek,
4. **SELF-INTRODUCTION:** Give your full name, student number and class code.
 - I am Cindy Lee (2012123456) from your IFLS003-LE Class.
 - I am Shi Young Kim (2012123456) from the Monday, Wednesday, Friday 2 PM class.
5. **REASON FOR WRITING**
 - I am writing to ask about yesterday's homework.
 - I am writing because I'd like to know what I missed in today's class.
 - I wanted to let you know that I will be absent from class tomorrow.
 - I'd like to ask you a question about my mid-term score.
6. **OTHER INFORMATION**
 - A. **REQUEST FOR ACTION**
 - Could you let me know what I need to prepare for the next class?
 - I did not understand the homework. Can you please explain it to me again?
 - May I make an appointment with you?
 - When are you available to meet?
 - B. **APOLOGIZING**
 - I am sorry I was not able to attend class on Monday, May 1. I was absent because I was very sick.
 - I apologize for being absent from class yesterday.
 - I regret that I wasn't able to tell you ahead of time.
 - I got the dates confused. I'm very sorry about that.
 - C. **ATTACHING FILES**
 - I've attached a copy of my homework.
 - Please find the attached paragraph writing file.
 - I have included my assignment.
7. **CLOSING**
 - Thank you for your time.

- Thank you for your understanding.
- I appreciate your help. Thank you.
- I appreciate your concern. Thank you.

8. SIGNATURE

Sincerely,
Minho Lee

Regards,
Eun-su Park (2013123456)

SAMPLE EMAIL

SENDER: Joon Min Chang

SUBJECT: Homework (May 15)

EMAIL:

Dear Professor Reichmuth,

I am Joon Min Chang (2012123456) from your IFLS003-LE Class.

I am writing to ask about yesterday's homework. Could you let me know what I need to prepare for the next class? I apologize for being absent from class yesterday. I was very sick and had to go to the hospital.

Thank you for your understanding.

Sincerely,
Joon Min Chang