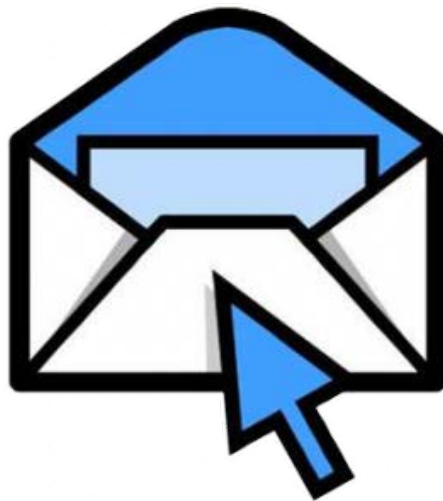


EMAIL WRITING ASSIGNMENT

1. Write an email that introduces yourself to the teacher.
 - a. Provide basic information about yourself such as name, class, major, etc.
 - b. Tell the professor something interesting or funny about yourself that she can remember you by.
 - c. Explain what your strengths and weakness are when it comes to English.
 - d. Give a detailed explanation of what you would like to improve or learn during this semester in English. Be specific.
 - e. Attach a recent photo of yourself.
2. Follow the formal email writing format.
3. Use the expressions given in “WHAT TO INCLUDE IN YOUR EMAIL.”
4. Check your email for spelling and grammar mistakes before sending it to the professor.
5. Send your email to: yourteachersemailaddress@gmail.com



Assignment Checklist

Did you remember to....?

Read through your finished email and use this checklist to make sure you included all the parts of an email. Place a check mark next to each task that is completed.

1. Include all the necessary information in the 'subject line'? ____
2. Include all the necessary information in the 'greeting.' (Choose one expression). ____
3. Include all the necessary information in the 'self-introduction.' (Choose one expression).

4. Include all the necessary information in the 'reason for writing.' (Choose one expression). _____
5. Tell the professor something interesting or funny about yourself that she can remember you by. _____
6. Explain what your strengths and weakness are when it comes to English. _____
7. Give a detailed explanation of what you would like to improve or learn during this semester in English. _____
8. Attach Files. (Choose one expression). ____
9. Closing. (Choose one expression). _____
10. Signature. (Choose one expression). _____
11. Check for spelling, grammar, and punctuation errors. _____