

Email Etiquette: Examples of email communication with your instructor.

ENGR 120 Homework 1

1. Send the instructor an email message using your latech email address.

Screen Capture of Actual Email Messages Received	Comments
<p>From: [redacted]@latech.edu Date: Thursday, September 10, 2009 6:24 PM To: dehall@coes.latech.edu; mswanbom@latech.edu Subject: Homework assignment #1. Question #1.</p> <p>Mission: Complete.</p>	<ul style="list-style-type: none"> • Who sent this message???? • Why was Dr. Swanbom copied when Dr. Hall is the teacher? • Interesting message ☺ • Good subject
<p>From: [redacted]@latech.edu Date: Thursday, September 10, 2009 7:49 PM To: dehall@coes.latech.edu Subject: Question #1 Homework assignment on 9/10/09</p> <p>Did you get my univ 100 homework my computer froze up and I don't know if it submitted.</p>	<ul style="list-style-type: none"> • Who sent this message??? • Grammar – add question mark after “homework,” and begin a new sentence beginning with “my” • Good subject • Spelling
<p>From: [redacted]@latech.edu Date: Thursday, September 10, 2009 10:14 PM To: dehall@coes.latech.edu Subject: homework</p> <p>i was told to do this on the homework. I also wanted to ask if i can make up the homework or turn it in early because next thursday I will not be in town due to prior engagements that cant be rescheduled. Thanks</p>	<ul style="list-style-type: none"> • Who sent this message???? • Capitalization • Subject should contain more detail • Good job of asking professor in advance about an upcoming class absence
<p>From: [redacted] Date: Friday, September 11, 2009 8:32 PM To: ENGR-120-004-Fall09 : Subject: ENGR 120: ENGR-120-004-Fall09</p> <p>Im sending you a message</p>	<ul style="list-style-type: none"> • Too brief • Missing punctuation • No signature is included • Good subject
<p>From: [redacted]@latech.edu Date: Sunday, September 13, 2009 9:20 PM To: dehall@coes.latech.edu Subject:</p> <p>As a requirement for Homework 1 in Engineering 120 i am sending you this email.</p> <p>My name is [redacted]</p>	<ul style="list-style-type: none"> • No subject • Good start for the body of the message • Message identifies the sender (has a signature)
<p>From: [redacted]@latech.edu Date: Sunday, September 13, 2009 10:28 PM To: dehall@coes.latech.edu Subject: Homework 1</p> <p>Hi Dr. Hall!</p> <p>I hope you're having a wonderful day, and I can't wait for our next class!!</p> <p>[redacted]</p>	<ul style="list-style-type: none"> • Even mean old college teachers love to get messages like this one • Compound sentence is properly punctuated • Salutation and signature are included

Example of an acceptable message:

subject: ENGR 120-004, homework 1, problem 1

Dear Dr. _____, (instructor name)

Homework 1 for ENGR 120 required that students send their instructor an email using their Louisiana Tech email address. The purpose of this email is to satisfy that requirement. *Optional Statement: I enjoyed the first engineering class and am really looking forward to beginning my engineering studies.*

Best regards,

_____ (student name)