



WEEK 9

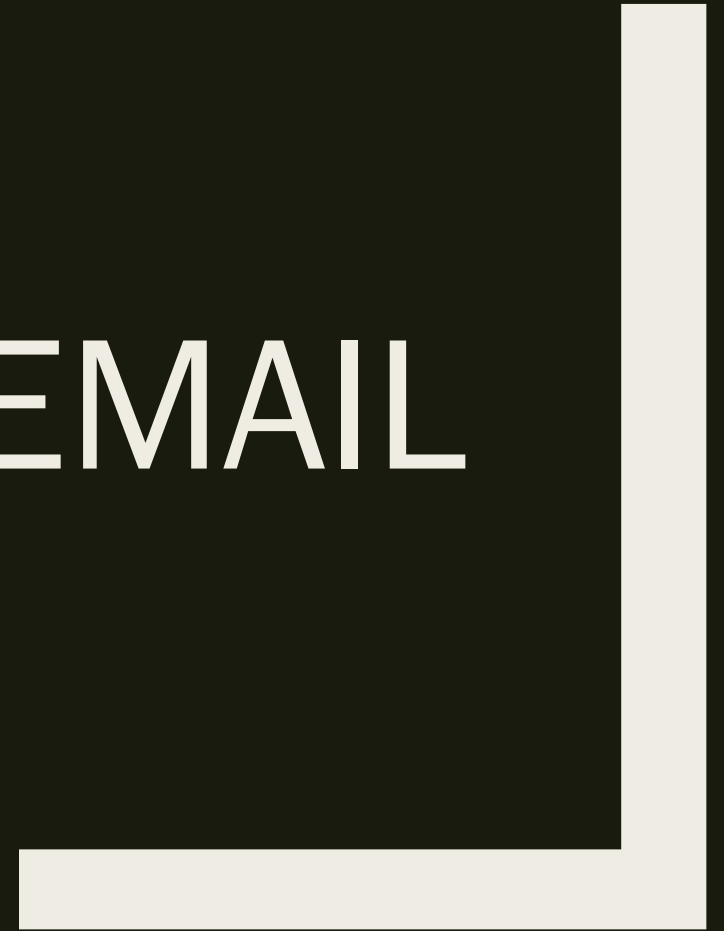
Email



Today

- Email
 - *Structure*
 - *Language*
 - *Tone*
- Grammar
 - *Sentence errors*

EMAIL



Q & A

- Click on the link emailed to you.
- Ask any questions you have about writing emails throughout the class

Understanding intention is important in email

- Through word choice

Hi Bella,

Today's 1:00 p.m. deadline is particularly critical. It's very important that I get your feedback today, so we can deliver to you on schedule. Thanks for your help!

Kate

Hi Paul,

In taking a look at my notes, I've come to a different conclusion. Would you have a few minutes for us to talk on the phone and figure this out today? Thanks!

Joe

Structure of an email

- Subject
- Greetings
- Message
- Closing

Email Subject

- Always use a new subject.
- The subject has to be related with your message.
- Don't use old emails if it's not related.

Before sending

- Check for spelling and grammar errors
- Did you click “Reply All” instead of “Reply?”
- Were you angry or upset when you wrote it?

Be patient

- An email is not a phone call or a text message.
- Reading email is considered work by some. Do not expect quick response for emails sent after 5 pm or during the weekend.

How to ask an editor re your publication?

Dear Mr./Ms. XXX [Editor's Name],

I have submitted my revised manuscript titled XXXX [manuscript id: xxxx] to your journal via the online submission system on dd/mm/yyyy [date of submission]. Two days later, the status changed to 'with editor.' However, the status has remained unchanged ever since.

I would be grateful if you could let me know whether there has been any further progress on my submission.

Sincerely,

XXXX [Your name and contact details]

How to request for leave

Dear XXX,

I am writing to request time off from (dd/mm/yyyy) to (dd/mm/yyyy) for medical issue. The plan is for me to be back in office at ...

I will arrange all subbing needs with the faculty. I will let you know when it is confirm.

Feel free to let me know of any issues.

Best,

Elaine

In-class assignment

- Each of you will choose a scenario.
- This is a scenario you will be using to write an email with.

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