Please think about these four examples in terms of meeting the expectations of the respective readers. The first two were written by Brian; the last two were written by WR227 students.

(NOTE: To:/From:/Date: is not included because the email system supplies it. The Subject: line must be typed by the author.)

Subject: (WR227 Weasley, George) Approval request for Potions term paper

Dear Prof. Snape:

Please approve my choice of topics for my Potions class: “The Process of Brewing Butterbeer”. As you know, I have a long-standing interest in – and familiarity with – the elixirs served by local establishments like the Three Broomsticks. But I will not rely solely on my history for success with my paper.

This particular topic will give me experience brewing complex potions under difficult circumstances. I will conduct extensive research in the Hogwarts library and in the field. I will carefully quantify the ingredients I include, and will accurately describe the spells I use during the transformation process. I will conduct rigid quality-control validations with selected groups of fellow students, ensuring that every ounce of the 50 gallons of potion I create is perfect.

Please notify me of your approval as soon as you can.

Sincerely,

George Weasley
Subject: (WR227 Egan, Brian) Please do your WR227 reading

Dear Ms. Student:

I would like to offer you the opportunity to get above-average grades in WR227 by making a very small investment of your time: just complete every reading assignment.

By doing your reading, you will become familiar with topics that I may not have time to present in detail during the class period. In addition, you will hear the material in someone else’s (Markel’s or another author’s) “voice,” which should alleviate the boredom you experience while listening to me.

Taking in the material by reading it will also help you to learn through a learning style other than listening. If you are one of the many students who learn best through reading, the payback from the short time spent reading will be enormous.

The reading assignment will also allow you to absorb the material at your own pace, rather than in the real-time environment of the lecture. You can re-read sections for added understanding, and skim through material you already feel that you know.

If you do the reading, you also will be prepared for the inevitable quiz that I will spring on you when you expect it the least.

In short, doing your reading assignments has the benefits of learning extra information, in a different learning medium, at your own pace, while preparing for the quiz. Compared to the small cost, it’s a bargain! I urge you to do every reading assignment on or before its due date.

With regards,

Prof. Egan
Subject: (WR227 Williams, Dana) Occupational Therapy Assistant Program Hopeful

Dear Dean Carroll:

I am writing to inform you that my application to the Occupational Therapy Assistant (OTA) program has been submitted. My application will show you my academic achievements that qualify me to be admitted into the program, but the purpose of this email is to share with you the person you would be admitting should I gain entry into the program.

I grew up in a small southern Oregon town and my grandmother, Nanny, was my favorite person to spend time with. She lived in a retirement community and I stayed with her whenever I could. At a young age, I felt deeply connected with the senior community and it sparked within me a passion to work with this population that is often marginalized. So many of these individuals had been forgotten about by their families, had mobility needs and a diminished ability to do the everyday tasks we all take for granted. Despite this, they each had wisdom and life to share with me. I treasured each person I met and have always wanted to give back in some way.

My dearest friend is a Speech Therapist and less than a year ago told me about occupational therapy. I had never heard of it and immediately began researching this career and felt that fire within me awaken that this was exactly the path I want to take to finally achieve what I feel is my purpose, to love and assist those in need. Shortly thereafter I enrolled at Linn-Benton Community College (LBCC) to finish my pre-requisite requirements and have achieved a 4.0 GPA for the past two terms after being out of school for nearly 20 years. Not only do I qualify on paper to be an ideal candidate for the OTA program, but my tenacity, work ethic, dedication, compassion, patience, empathy and expansive work experience will prepare me to succeed within the program and into my career. I promise to be a success story and after I graduate from the OTA program at LBCC, I plan on giving back to future OTA hopefuls as they embark on their educational and professional journey.

Thank you for your time and consideration of my candidacy for admissions into the OTA program.

Sincerely,

Dana Williams
dwilliamswr227@nomail.com
(541) 555-1212
Subject: (WR227 Woodburnt, Ashe) Appliance Repair Request

Dear Mr. Jones:

I am writing you to once again request repairs of our new Wash-O-Matic 5000. It grieves me to say that unless I hear back from you soon I must lower my review of your company from 5 stars to 1 star. In the past I have always been very satisfied by the quality of customer service put forth by Washing Machines Inc, however I have had three repairs done on my Wash-O-Matic 5000 and the unit still does not operate properly, leading me to some considerable frustration.

However, years of good service lead me to have some faith in you and your company, and I would like to request once again that you send someone out to my house to attend to the Wash-O-Matic 5000. If this is not done in a timely manner, I will seek to return the unit and take my business elsewhere, and failing that, legal recompense.

Please call me to set up an appointment to service the unit at 541-555-1212.

Sincerely,
Ashe Woodburnt
ashe@nomail.com