

## Assignment #1 – Sending an email

This may seem like a simple task (and realistically, it is!), but many people have never sent a professional email before they enroll in a university – and it is important to know how to do it. Your first assignment is to send me an email, using the guidelines on the link below – and bookmark this site to use as a reference when emailing your professors and TA's in the future. If the link doesn't work, search online for "How to Email Your Professor (without being annoying AF)", by Laura Portwood-Stacer.

<https://medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-af-cf64ae0e4087>

In your email, please include the following information:

- The name that you would like me to use in class when addressing you
- Whether you have a class immediately before or after ours (or both)
- How and/or why you came to be enrolled in this course, and what you hope to learn
- Anything else that you feel that I should know about you
- Any questions that you may have – about the course, campus, etc.

I need to have your email in my inbox no later than 2:00 PM on Thursday, January 10<sup>th</sup> in order for you to receive credit.