Writing Academic Emails
A Workshop for International Students

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Agenda

- Email Style
- Your email goals, your email identity
- Making a positive impression
- Politeness Strategies
- Email details: subject lines, greetings, closings
- Language for polite requests
- Thank you emails
- Summary/Questions
Email Style

- What features of email are more like speech?
- What features are more like writing?
Email Goals

- What are your goals for your own academic or professional email?
Your Email Identity

● What does your email address say about you?
Task One: Making a Positive Impression

- How effective is the message, and why? (p. 3)
- Discuss with a partner
Conversational Cooperation Principles

- **Quantity**: Include the right amount of information
- **Relation**: Exclude irrelevant information
- **Manner**: Be unambiguous, clear, brief, and orderly
- **Quality**: Tell the truth
Conversational Cooperation Principles cont.

● How well does the message in Task One follow these rules of conversational cooperation?
Politeness Strategies

- Tact
- Generosity
- Sympathy
Task Two

- Find the politeness strategies in Katie Armstrong’s message.
The Details

- Subject Lines
- Greetings
- Closings

↔ Purpose
Task Three: Subject Lines

- What major factors helped you decide on subject lines?
Task Three: Greetings

- What major factors helped you decide on appropriate greetings?
Task Three: Closings

- One-step or two-step closing?
Language for Polite Requests

- Modals
- “I was wondering”
- What else can we add to this list?
Task Four: Job Search Cover Email

- What info would you include in an email cover letter to apply for an internship?
Task Five: Thank-You Emails

● What do you like about this template?
● What changes would you suggest?
Task Six: Thank-You Emails cont.

- What is your reaction to the first email?
- How effective is the second one?
Summary

● What are your key takeaways from today’s workshop?
Questions?
Workshop Evaluation

- Your feedback is valuable to us and will help us improve the experience of future participants. Thank you!
  - bit.ly/umicoration