Class #3 (April 28, 2015)

Check on choice of articles …

✓provide the correct APA citation;

✓give an overview of the article (e.g., the background, the main points, the conclusion);

✓critique the article (strong points, weak points); and

✓provide your personal thoughts on the article.

Bunz, U., & Campbell, S. W. (2004). Politeness accommodation in electronic mail. *Communication Research Reports, 21*(1), 11-25. doi: 10.1080/08824090409359963

Familyname, Firstinitial.

Article title in sentence case.

Journal title in title case and in italics

[comma]

Volume number in italics

[no space]

Issue number in parentheses

[comma]

Page numbers

[period]

Doi …

DOI / doi = digital object identifier

***A practical exercise***: write an email (on paper) to your professor   
and explain (a) that your research proposal is progressing, and   
(b) that you will need an extension of the deadline to submit it.

* Keep in mind the register (level of politeness) of your email.

In the salutation (greeting)

Dear [title] [family name],

Dear Mr. Smith,

Dear President Obama,

Dear Dean Yokomichi,

Dear Dr. Elwood,

Dear Professor Elwood,

Dear Sir,

“Mr. President!”

Introduction

Request 🡨 question form

Reason

**I was wondering if you could kindly extend** the deadline for submission  
for at least three days so that I will be able to submit a   
more-polished research proposal.

I have been occupied with family matters the last couple weeks, so **may I   
request** an extension of the deadline for submitting my research proposal,   
please?

May I ask you to extend the deadline, please?

**I was wondering if you could extend** the deadline  
**I was wondering if you could kindly extend** the deadline

May I take time for some questions, please?

May I take 10 minutes of your time, please?

I hope this finds you well.

\*Of course, offer a justification for your request.

Dear Professor Smith, 🡨 preferred in American English

Professor Smith,

Hosoi-sensei,

Professor Hosoi,

Professor Jim,

Herr Doktor Dahl,

Mr. President,

Introduction

Reason

Request

Kindly examine this document for accuracy.

Kindly coordinate … = Please coordinate …

* May I ask you to kindly coordinate …?

Thank you for your time.

Thank you for your time and consideration.

Thank you for checking my manuscript.

Yours,

Yours sincerely,

Sincerely yours,

Sincerely,

Best regards,

Best,

Warm regards,

Most sincerely yours,

Cordially,

Yours faithfully,

Thank you for your support and advice concerning my proposal. I’m   
doing my best to finish it, but …

My name is Taro Suzuki, and I’m a student …

As you mentioned in class, I have to

May I ask you to check … ?

*Sending your research proposal …*

Research proposal.docx

Your name research proposal 2014.04.24

Elwood James research proposal 2015.04.28

2013-2014\_grips\_catalogue.pdf

cat.pdf

mail🡨 uncountable

email, emails 🡨‘emails’ are countable

May I take 10 minutes of your time, please?

data is?

Data are?

These data are from 2007, but these data are from 2010.

Datum, data

Biodata = a description of a person

My biodata is attached. 🡺 Attached please find my biodata.