

# Polite E-mail in English

2020 – 2021

Dr. Elwood



# Why 'polite' e-mail?

In this modern world, extremely short messages (see Twitter) have become very common, so you might wonder why writing polite e-mail messages is important. Your answers:

1. Polite messages are extremely important in professional life.
2. Polite messages are required in my classes!



# Polite E-mail

[www.jimelwood.net](http://www.jimelwood.net)

明治大学  
MEIJI UNIVERSITY

## Dr. Elwood's Webpage

### Contents

Students

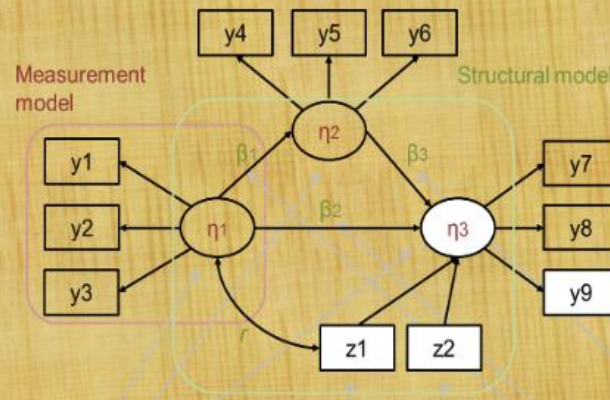
Research

Maps

English at Play

the Elwood world

Contact



Welcome to my homepage. In whatever hat you may know me, you'll probably find some related info somewhere on these pages. Feel free to browse at length, not at length, whatever... thanks for visiting. *Jim*



### The Various Links

**Students** – For my students out at Meiji and elsewhere, just click the Students link to continue.

**Research** – The Research link will take you to some of my research interests, links, and papers.



# Polite E-mail

My e-mail addresses are under “Contact”. Either address is OK.

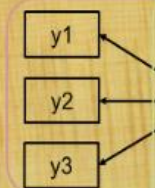
You may send e-mail from a computer or your smart phone—either is OK.

## Dr. Elwood's Webpage

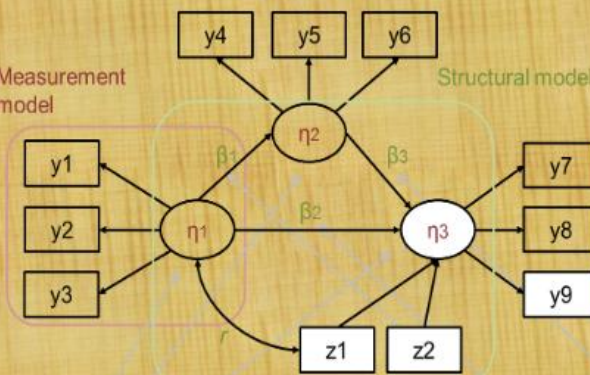
### Contents

- Students
- Research
- Maps
- English at Play
- the Elwood world
- Contact

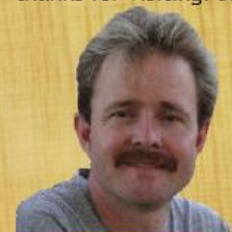
**Measurement model**



**Structural model**



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# Polite E-mail

Next, add a good subject line. It should include your name and the basic subject of your e-mail.

English 2A homework from Daisuke Suzuki

Recipients



English 2A homework from Daisuke Suzuki



# Polite E-mail

The greeting (“salutation”) is next. Begin with Dear, then my title (Dr.), and finally my family name (Elwood). There should be a comma after Elwood.

English 2A homework from Daisuke Suzuki

Recipients

English 2A homework from Daisuke Suzuki

Dear Dr. Elwood,



# Polite E-mail

Next, who are you? Add your name and information about your English class.

English 2A homework from Daisuke Suzuki

Recipients

English 2A homework from Daisuke Suzuki

Dear Dr. Elwood,

My name is Daisuke Suzuki, and I'm in your first period English 2A class on Friday at Meiji University.



# Polite E-mail

What is your purpose? Explain briefly why you are contacting me.

English 2A homework from Daisuke Suzuki

Recipients

English 2A homework from Daisuke Suzuki

Dear Dr. Elwood,

My name is Daisuke Suzuki, and I'm in your first period English 2A class on Friday at Meiji University. As you mentioned in class, I have to send my homework to you.





# Polite E-mail


What action are you requesting?  
Here, notice that you should use, “May I ...,  
please?”

English 2A homework from Daisuke Suzuki

Recipients

English 2A homework from Daisuke Suzuki

Dear Dr. Elwood,

My name is Daisuke Suzuki, and I'm in your first period English 2A class on Friday at Meiji University. As you mentioned in class, I have to send my home  May I ask you to check my homework, please?



# Polite E-mail

Always finish with a 'thank you' note.

English 2A homework from Daisuke Suzuki

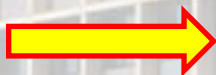
Recipients

English 2A homework from Daisuke Suzuki

Dear Dr. Elwood,

My name is Daisuke Suzuki, and I'm in your first period English 2A class on Friday at Meiji University. As you mentioned in class, I have to send my homework to you. May I ask you to check my homework, please?

Thank you for your time.



# Polite E-mail

Finally, add 'Sincerely' and your name.

English 2A homework from Daisuke Suzuki

Recipients

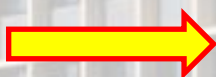
English 2A homework from Daisuke Suzuki

Dear Dr. Elwood,

My name is Daisuke Suzuki, and I'm in your first period English 2A class on Friday at Meiji University. As you mentioned in class, I have to send my homework to you. May I ask you to check my homework, please?

Thank you for your time.

Sincerely,  
Daisuke Suzuki



# Polite E-mail

## E-mail components

1. Correct address
2. Subject line with your name and message topic
3. Greeting
4. Who are you?
5. Your purpose
6. Request for action
7. 'Thank you'
8. 'Sincerely' + your name



# Polite E-mail

When sending your homework, always use correct filenames. A filename should include the following:

1. Your name
2. Homework description
3. The date

**Suzuki Daisuke self-introduction 2020.05.25**

*Note: I will not accept homework that has no student name.*



# Your Homework

Your homework this week is to send me a short self-introduction. Your self-introduction should be:

1. 150-200 words (in English, of course),
2. written using Word, Pages, etc. (all OK), and
3. handed in by 9:00am on May 8 (Friday).



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**See you soon!**

明治大学  
MEIJI UNIVERSITY

