Oral Communication

Dr. James Elwood

Autumn, 2014

Good morning, everyone. You’ll see some pertinent information above, but much of what you need to know is below and on our class webpage. However, my first task is to apologize for having to be absent these first two weeks – I’m afraid a couple meetings and duties at my university (Meiji) require my time on October 7 and 14. However, I’m looking forward to seeing you on October 21 and every Tuesday thereafter.

In lieu of these first two classes, you have a bit of homework to complete for me. After you complete them, your next task is simply to send me an email with an attached file.

Exactly how does one write a polite email to me? Ah, Gentle Students, check the link on our class webpage under ‘Reference’ that cleverly says, “Write a polite e-mail.” In the body of the email you should follow the format in that ‘polite e-mail’ document. To your email you will attach a file in which you write:

(1) your self-introduction,

(2) a description of how you spent your summer vacation, and

(3) your thoughts on this idea: *Students both need and deserve a 3-month summer vacation with no homework*.

In your response to #3, you should cite at least three experts or relevant research studies. Of course, you should include your opinion, too, but your opinion needs to be balanced with academic sources.

You might ask how long this all should be. My answer is, as always, quite simple: “Long enough.”

The deadline for all this is October 20 (midnight), but earlier would be fine. My e-mail address, you ask? Ah, you’ll find that in a couple places, but you might have to search for it ☺

*Note: you do NOT need to come to class next week, October 14.*

See you on the 21st!

PS: Drop by our class webpage at www.jimelwood.net 🡪 Students 🡪 Oral Communication