In this assignment you will practice the writing skills provided in our textbook regarding how to write effective email messages (“E-mail,” pp. 266-271). To prepare for this assignment, re-read that chapter in the book carefully and use the example email on pp. 268-269 as your model.

Task:

In an email to me, let me know of an upcoming absence from class. Explain that someone in your life (a roommate, spouse, parent, best friend) has been sick with flu-like symptoms; you are now worried that the person might have the Swine flu and just to be sure, you think you should stay home for a few days until medical tests are available and you and the other person know what sort of illness he/she has contracted. Suggest to me what you intend to do to not fall behind in class.

Keep in mind ALL the elements of effective emails mentioned in the book chapter. You may begin drafting your email on the reverse side of this page.