

FORMAL CORRESPONDENCE & HOW TO ADDRESS PROFESSORS

Lect. Dr Biljana Božinovski, Personal Tutor

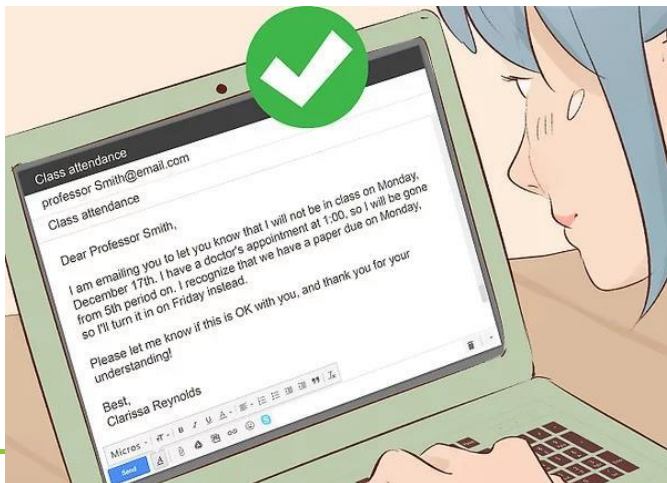


INTERNATIONAL STUDENTS
WELCOME & ORIENTATION DAYS
September 20–21, 2023



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EMAIL TO A PROFESSOR



- Subject line
- Recipient e-mail address
- Salutation
- Purpose + details
- Call to action
- Brief pleasantry
- Closing remark
- Signature



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SUBJECT LINE

Write a **clear subject line**.

It should be **short but telling**: include the **topic** you are writing about.

- a) Hi. I was wondering if you could explain my term paper grade, I really don't understand it...
- b) Question about writing assignment
- c) Homework – question
- d) Question
- e) My absence next week due to my grandmother's doctor's appointment
- f) Could you help me?

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SUBJECT LINE

Write a **clear subject line**.

It should be **short but telling**: include the **topic** you are writing about.

- a) Hi. I was wondering if you could explain my term paper grade, I really don't understand it...
- b) **Question about writing assignment**
- c) **Field trip (May) – question**
- d) Question
- e) My absence next week due to my grandmother's doctor's appointment
- f) Could you help me?

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RECIPIENT E-ADDRESS

Always use the professor's professional, **school-issued email account**.

1. name.surname@um.si
2. name.surname@gmail.com
3. name.surname@yahoo.com



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RECIPIENT E-ADDRESS

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FORMS OF ADDRESS



Mr
/'mɪs.tər/
FOR ALL MEN
Mr Andrews

Miss
/mɪs/
FOR UNMARRIED WOMEN
Miss Janice; Miss Hunter

Mrs
/mɪstz/
FOR MARRIED WOMEN
Mrs Brems

Ms
/mɪz/
NEUTRAL FORM FOR WOMEN REGARDLESS
OF MARITAL STATUS
Ms Clara; Ms Michaels



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SALUTATION & CLOSING

You know the name

- Dear Mr Brumen,
- Dear Ms Rangus,
- Dear Dr Brumen / Rangus,
- Dear Professor Brumen / Rangus,
- Dear Ms Klara,

- Sincerely,
- Yours sincerely,
- Sincerely yours,

- Kind regards,
- Fond regards,
- Best regards,

You don't know the name

- Dear Sir, // Dear Madam,
- Dear Sir or Madam,
- To whom it may concern,
- Gentlemen, // Ladies,
- Dear Hiring Manager,
- Dear Hiring Committee,

- Yours faithfully,
- Yours truly,

- Regards,
- With appreciation,
- With gratitude,



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SALUTATION & CLOSING

- 1) Dear lecturer Biljanja,
- 2) Dear prof.
- 3) Dear Ms Božinovski,
- 4) Dear Professor,
- 5) Greetings,
- 6) Dear Ms Biljana Božinovski,
- 7) Dear dr. Bilijana Božinovski,
- 8) Hello,



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SALUTATION & CLOSING

- | | |
|----------------------------------|--------------------|
| 1) Dear lecturer Biljanja, | 1) See you around |
| 2) Dear prof. | 2) Kindest regards |
| 3) Dear Ms Božinovski, | 3) Thanks |
| 4) Dear Professor, | 4) Sincerely |
| 5) Greetings, | 5) Cheerio |
| 6) Dear Ms Biljana Božinovski, | 6) Best wishes |
| 7) Dear dr. Bilijana Božinovski, | 7) See you soon |
| 8) Hello, | |



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SALUTATION & CLOSING

- 1) Dear lecturer Biljanja,
- 2) Dear prof.
- 3) Dear Ms Božinovski,
- 4) Dear Professor,
- 5) Greetings,
- 6) Dear Ms Biljana Božinovski,
- 7) Dear dr. Bilijana Božinovski,
- 8) Hello,

- 1) See you around
- 2) Kindest regards
- 3) Thanks
- 4) Sincerely
- 5) Cheerio
- 6) Best wishes
- 7) See you soon



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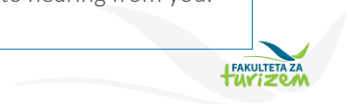
BRIEF PLEASANTRY/GRATITUDE

Opening

- I hope you're well!
- It was great to meet you at last night's networking event.
- I appreciate you taking the time to help me with this project.
- I wanted to thank you for taking the time to conduct an interview with me.
- Thank you for your prompt reply.

Closing

- Thank you for your time.
- Thank you for your patience and cooperation.
- Thanks again.
- If you have any questions or concerns, don't hesitate to let me know.
- I look forward to your response.
- Looking forward to hearing from you.



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PURPOSE

- I am writing to enquire about ...
- I am writing in reference to ...
- I am writing to ask you whether ...

& CALL TO ACTION

- So could I stop by your office tomorrow during office hours?
- I would greatly appreciate your feedback on the draft thesis.
- Could you please let me know what I have to study to make up for my absences last month when I was ill?



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GRAMMAR & SPELLING, AND REVIEW

overall, Adventure Outfitters has seen xcellent sales over the past four quarters. Weve seen a 43 percent growth in the Boating division since lasty ear and a 26 percent increase in biking DIVision. A long with our steady sales in the Camping and Fitness divisions, Adventure Outfitters on track to exceed our profit growth goals by 10 percent by March 31.

There have been loses in select areas, however. Our Golfing division saw a 57 percent drop over last year, while the shOe division had a 32 percent drop compared to 2016. We're still colle6cting data for the consumer's take on our products, but early results show that people prefer our Competitors due to their lower prices.

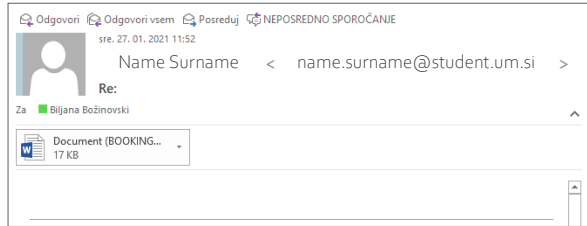
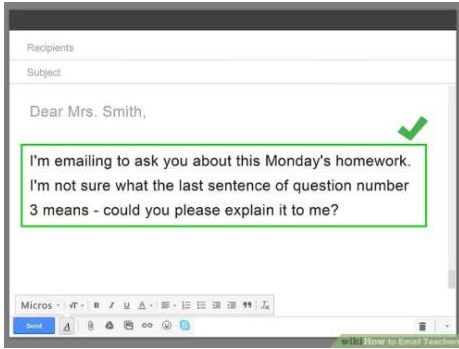
Always double-check dates, times, names, links, attachments and other specific details.

Re-read, check spelling and make corrections.



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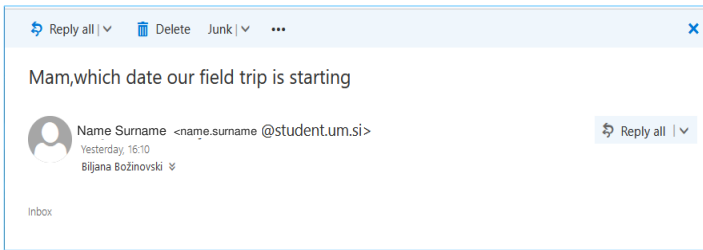
BODY TEXT



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INAPPROPRIATE EMAILS



Respected Mam,

Do we have to write this task too till today

Which is About taj mahal

Hlo mam john this side could u plz add me in the course list.

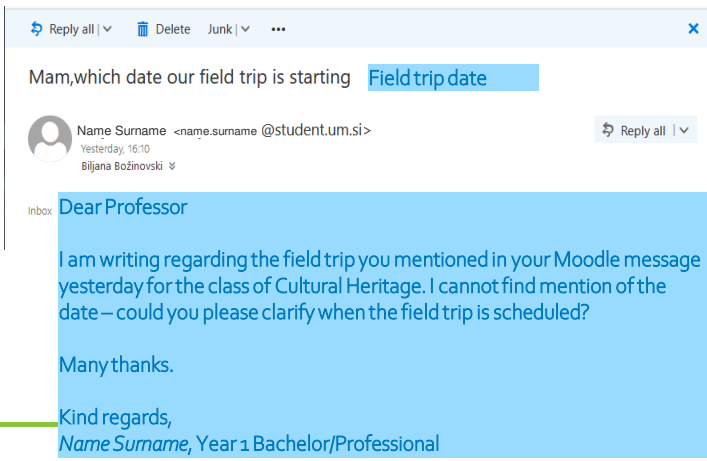
Thank you.

Hi



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APPROPRIATE EMAIL 1



- Subject line
- Recipient e-mail address
- Salutation
- Purpose + details
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- Signature



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APPROPRIATE EMAIL 2

Respected Mam,

Do we have to write this task too till today

Which is About taj mahal

Taj Mahal assignment due date

Dear Professor

I am writing regarding the Taj Mahal assignment that you gave us for homework today in the English 1 class. I did not note down the submission date. Could you please clarify when it is due?

Thank you for your understanding.

Yours sincerely,
Name Surname, Year 1 Masters

- Subject line
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Q & A: ONE-ON-ONE WITH SENIOR STUDENTS AND FACULTY STAFF

Ask the FT staff any question that comes to mind or chat
with senior students!



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