

PLEASE DON'T BE
THIS PERSON

From: Lolcatz831@hotmail.com

To: teacherface@cabrillo.edu

Subject: yo

hey what did we did class today anything
important?

MISSPELLING AND FAILURE TO CAPITALIZE LETTERS

With friends: a sign you are comfortable . . .



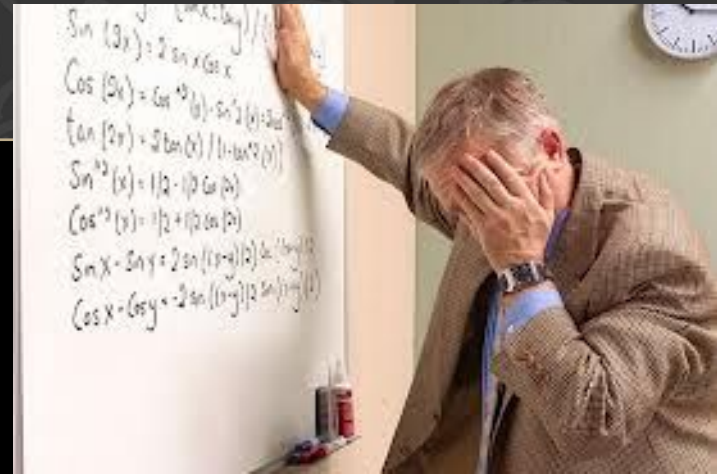
With Professors: a sign of disrespect





When you write:

hey i wuz wondring
wut did we did n
class 2day anythin
important



A professor reads:

I DISRESPECT
YOU AND
EVERYTHING
YOU STAND FOR.

BE THIS PERSON

From: eliza.gutierrez@gmail.com

To: teacherface@cabrillo.edu

Subject: Eliza Gutierrez English 1A absence

Hi Kathleen,

I hope you are having a great morning. I just wanted to let you know that I couldn't make it to class today because I was attacked by a saber-toothed tiger. I contacted my buddies to find out what I missed, and I checked out the power point slides online. I expect to be better and back in class on Friday.

Thanks,

Eliza Gutierrez

E-MAIL SUBJECT: YOUR FULL NAME

**Your friends recognize your quirky e-mail addy.*

Your teacher thinks: “Who is
iheartcatbreeding831@hotmail.com ?



RESPECT: ADDRESS SOMEONE BY NAME (DON'T FORGET TO CAPITALIZE!)

Dear Kathleen,

(then skip a line)

**RESPECT: START BY SAYING SOMETHING KIND AND
THOUGHTFUL**

- I hope you are having a great morning.
- I am finding our study of Greek Tragedy fascinating.
- The recent lesson on commas sparked a re-birth of wonder in my heart.

RESPECT: KEEP YOUR PROFESSOR IN THE LOOP

I just wanted to let you know that
I couldn't make it to class today
because I was attacked by a
saber-toothed tiger.

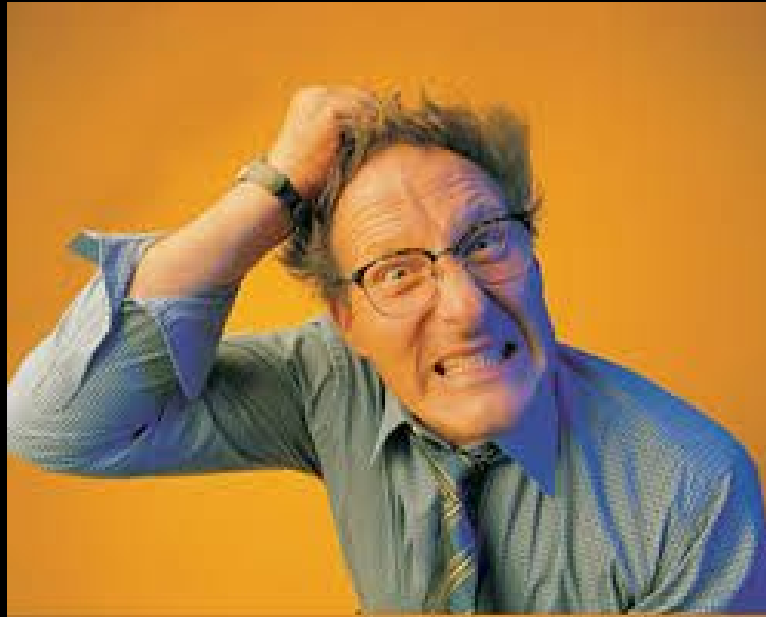
RESPECT: SHOW THAT YOU HAVE DONE EVERYTHING IN YOUR POWER TO MAKE UP FOR THE ABSENCE/ RESOLVE THE PROBLEM

I contacted my buddies to find out what I missed, and I checked out the Power Point slides online.

(If you can figure out what you missed in class by talking to a friend or checking out Blackboard slides, and you can figure out what the homework is by checking the course outline, it is disrespectful of the professor's time to ask "what did we do in class?" or "what is the homework?" That said, if a question remains after you have taken these steps, a professor will be happy to answer it!)

THE ONE QUESTION THAT MAKES
PROFESSORS PULL OUT THEIR HAIR
IN ANGUISH:

“Did we do anything
important in class?”



YOUR TEACHER WILL NEVER SAY:

“Oh, yesterday in class? We just ate popcorn, made paper airplanes, played our favorite YouTube videos, and had naptime.”



EVERY DAY OF CLASS IS IMPORTANT!



ASSIGNMENT (10 POINTS)

Send me a professional e-mail! Be sure to include:

Proper subject: (your name, your class)

Proper greeting: (Dear Kathleen)

Something Kind: Say something nice!

Content: Let me know whether or not you have gotten the books for the class . . . And if not, explain how you plan to get them.

Proper sign-off: Thanks,

Proper self-identification: Your full name.