COMPARE / CONTRAST

Read the two examples below. Be ready to discuss what grade each assignment should earn, and which one you believe is better. Provide three reasons for why one email is better than the other.

Dear Miss Skirtich,
Hello there. I am writing you a hopefully professional e-mail about qualities of professional e-mails simply because of the fact that everyone needs to learn how to write a professional e-mail that way it is proper, intelligent, and not disrespectful to the person you are e-mailing.

The first quality of professional e-mail is that you always address the recipient by their proper name that you know they are comfortable with you using. Usually it would be Mr., Mrs., Ms., and possibly Dr. something. You need to have a subject that way the person knows what you are e-mailing them about without opening the e-mail so that it is less complicated, they know what you want to talk about, and it is easier to find the e-mail later when it is need. The next quality is that the e-mail needs to contain Academic English so that they person knows what you are talking about. Not everyone knows abbreviations, and some of them might make you sound/look unintelligent if you spell common words wrong. The whole e-mail should be grammatically correct and have brevity because no one wants to look at a screen for a long time to read something that could have been said in two sentences. The last thing is to have your full name in the signature line with a closer that way the recipient of the message knows who it is from.

That is how a professional e-mail should be constructed.

Sincerely,

Sally Student

Dear Miss Skirtich,

After reading the assigned article and using prior knowledge, I have compiled a list of qualities that a professional e-mail should contain. They are numbered below:

1. Correct spelling
2. Correct capitalization
3. Correct punctuation
4. Politeness
5. Brevity
6. Relevance
7. Professional e-mail address
8. Brief, explanatory subject line
9. Appropriateness
10. Clear message

Sincerely,

Sam Student