

1.3 Messages for Discussion I—Asking for a Class

The following are emails from various students to Dr. Violet Sands, who is a professor in the English Department. These students are wondering if Dr. Sands would let them register for her already-full class (English 320: Business Communication).

Each email shows a different way a student could make a request of Dr. Sands. How well does each message meet the needs of the reader and the writer? Is the message clear, complete, and correct?

1.

Hi Violet,

My name is Jake and I was wondering if you had any extra seats in your English 320 class. See, I'm a senior and I really need to take your class so I can graduate. I don't know what else to do. I didn't take it last year cuz I really didn't want to.

I'm desperate. Help me out.

Jake

2.

Hello Sands,

I'm sorry to bother you, but I really, really need to get into your English 320 class. My advisor totally screwed up my schedule and I didn't know I needed to take this class. It's so weird because I shouldn't have to take this class anyway, but whatever. So, if you could just add me into your class, that would be great.

Thanks,

Ally

3.

Dr. Sands,

Good morning. I hate to email you right before the semester begins, but I have a request. When I tried to register for your Eng 320 course, the website stated the course was full. I was wondering if I could possibly be put on a list to add the course just in case someone drops it? I am very interested in this course and would love to take it this semester if at all possible.

Thank you so much for your time,

Christine

Dear Dr. Sands,

Do u have anymore seats open in your class? I think its 302 or 320 or something like that. Anyways, it would be cool if you would let me into the class. Sorry for emailing right at the last minute, but I didn't know what else to do.

You are the best,

Andrew