Emailing a Professor: Setting up an Appointment

Target Students: College students in Hawaii; low intermediate  
Teaching time: 50 minutes

1. What are you teaching?
   - Language points: Pragmatics
   - Target language: Email format, expressing purpose of meeting, asking/suggesting time and location
   - Language skills: Writing
   - Skill focus: Setting up an appointment

2. What are your Student Learning Objectives for the lesson?

By the end of the lesson, SWBAT set up an appointment to meet with their professor by writing an email with details of what time, location, and what they want to meet about.

3. When/How in the lesson will I check students’ progress toward the above Learning Objectives? What behaviors/activities will show me whether they have mastered the material?
   - Ss will be able to identify the parts of an email and what is necessary to include when setting up a meeting
   - Ss will be able to complete an email by adding in its missing parts
   - Ss will be able to correct an inappropriate email to a professor
   - Ss will write their own email to schedule a meeting with a professor to meet about something of their choosing

4. Preliminary considerations:
   a. What do students already know in relation to today’s lesson?
      - Ss already know how to set up a meeting with friends or others in a casual setting through email
   b. What aspects of the lesson do you anticipate your students might find challenging/difficult?
      - Ss might have trouble with the pragmatic/formality aspect of the email
      - Ss might have trouble understanding that there are different ways to write an email to schedule an appointment
   c. How will you avoid and/address these problem areas in your lesson?
      - I will give several examples of emails so the Ss can identify the parts, spot differences between email friends vs. a professor, and notice variations
      - I will give Ss incomplete examples of emails to fill in
      - I will give Ss inappropriate emails to fix
      - I will give lots of opportunity for pair and group work so Ss can learn from each other
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<tr>
<th>Step</th>
<th>Time</th>
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<th>Interaction</th>
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| 1    | 3    | E   | **Greetings and Introduction** – Slide 1  
- T asks Ss what they remember from the previous lesson on how to schedule a get-together with a friend through email  
- T asks Ss why they would need to meet with a professor and if they think emailing a professor and a friend is the same  
- T introduces the idea that there are similarities between the two, but there are important differences due to formality | T-Ss  
T-S | - Create good rapport with the Ss  
- Create continuity between lessons  
- Activate schema  
- Introduce topic |
| 2    | 5    | E   | **Example Email** – Slide 2  
- T shows an example email on the PPT  
- T has Ss read and find the three main parts of the email (when, where, and what) and specifically what they are in the example  
- Ss read and discuss with a partner  
- T asks Ss what they came up with | T-Ss  
S-S | - Give example so Ss can learn from it on their own and draw their own conclusions  
- Ss check with each other to ensure comprehension  
- T checks Ss understand |
| 3    | 7    | E/I | **Variation** – Worksheet #1 and Slides 3, 4  
- T points out that there are variations to the three main parts (i.e. suggest a time or ask when is convenient)  
- T shows another example email on the PPT that is different from the first example  
- T hands out worksheet and has Ss brainstorm other variations of wording  
- Ss brainstorm in pairs and then share between partners  
- T elicits responses and adds to what the Ss came up with if necessary | T-Ss  
S-S  
Ss-Ss | - Help Ss understand that there is no one set way to email a professor  
- Give example so Ss can learn from it on their own  
- Ss work together to come up with more ideas, cooperative learning |
| 4    | 7    | I   | **Graphic Organizer** – Worksheet #2, 3 and Slide 5  
- T gives instructions and hands out graphic organizer and example email worksheet to Ss  
- Ss individually fill out the graphic organizer based on the example emails (greeting, 3 main parts, | S-S | - T steps back, gives Ss more time  
- Help Ss get more familiar with the formatting of the email (already know from previous lesson), including the three main |
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|5 |7 |I |Completion – Worksheet #4 and Slide 6  
- T gives instructions and hands out cloze activity worksheet, alternating with worksheet A and B  
- Ss individually fill in the missing parts of the email  
- Ss share answers partner with same worksheet (A and A or B and B)  
- Ss switch partners (A with B)  
- T shows answers on PPT, but accepts variations | S-S T-Ss |
|6 |10 |I |Pragmatics – Worksheet #5 and Slide 7  
- T gives instructions and hands out worksheet  
- Ss correct inappropriate wording to make it more formal or appropriate for a professor  
- Ss share with a partner and then share between partners  
- T shows answers on PPT, but accepts variations | S-S Ss-Ss |
|7 |11 |F |Fluency – Worksheet #6  
- T removes target language support, gives instructions, and hands out worksheet  
- Ss write their own email to a professor to set up a meeting  
- Ss read each other’s emails, give feedback, and switch | S-S |

- Stacie Nomura
Let’s Brainstorm!

Write down different ways to tell the professor what you want to meet about and when and where you want to meet.

WHAT
Example: Can we meet to talk about…

WHEN
Example: I am available on…

WHERE
Example: Can we meet at…
Organizing an Email

Look at the two example emails. Write the information in the appropriate box.
Missed Class

professor@gmail.com

Aloha Professor Mimoto.

I was feeling sick yesterday and could not make it to class. I was wondering if we could meet to talk about what work I missed. I would also like to turn in my homework. Are you free sometime before class on Friday? Where is most convenient for me to meet you?

Sincerely,
Stacie Nomura

2.

Missed Class

professor@gmail.com

Dear Professor Mimoto.

I was feeling sick yesterday and could not make it to class. May I meet with you to talk about what work I missed? I would also like to turn in my homework. I am free today (3/21) and tomorrow (3/22) from 9-1:30pm. Shall I go to your office?

Thank you,
Stacie Nomura
Cloze Activity
A. Fill in the blanks with appropriate expressions. Do not forget to fill in the Subject line.

Dear Professor Urabe,

I am having trouble writing my introduction for my essay. ________________ in your office to talk about it? ________________ on Friday at 2pm. Is this time ________________ for you?

__________________

Stacie Nomura
Cloze Activity

B. Fill in the blanks with appropriate expressions. Do not forget to fill in the Subject line.

I am having trouble writing my introduction for my essay. ________________
in your office to talk about it. ________________ Tuesdays and Thursdays
anytime. ________________?

Stacie Nomura
Fix the Email

Fix the email to make it more appropriate to be sent to a professor.

Hi Prof!

I am applying for the Global English Exchange scholarship. Can you write a letter of recommendation for me? Let's get together and talk about it. Hmm, let's meet up at Starbucks at 8am tomorrow! Sounds good?

Okay, see you then!

Stac
Set Up an Appointment with a Professor

Write an email to a professor to set up an appointment to meet with them.