

**Here's what I sent to faculty:**

I need your best (or rather worst) examples of the whiniest, vaguest, most time-wasting, least-proofread, most demanding I need-your-answer-right-now examples of email correspondence (like this one) to show one of several things:

1. It would have been better to work this problem out in person.
2. What the writer wants is unclear, or they want too many things, or they didn't go about asking for it in the right way.
3. This email is likely to inflame the reader and not achieve its desired objective, or it is otherwise inappropriate in tone.
4. Because it is so poorly written, this email only makes a poor impression of you the writer.

**Here's what I got:**

1. Hey -

I didnt save my file for my log 8. I was going to load it later beacuse i didnt have the second question answerd. I have a hard copy of it. If you are taking things on monday at the moive? And now its to late! So way to go Katy!! Will you take it on Monday? Sorry

2. as you know, i am a design major, and the past three weeks i have had a very stressful and tremendous work load. my major comes first in all work that i do and i am very dedicated to it. i understand your attendance policy and realize that i have missed too many classes, therefore i automatically fail, but my design class is right after yours and i have had several projects i had to prepare for in order to recieve a good grade/the grade that i want. yes there have been a few times where i was sick or overslept, but you know i work hard on your assignments and receive good grades, so i try to come to every class i can and do as well as i can. please, is there anything i can do to make up for my missed classes; i really cannot fail.

3. How on earth did I manage to get an F as my final grade? you know that I worked hard especially after finding out about my absences. I don't know what to do. Does this mean I have to retake the course? Get back to me ASAP thank you.

4. i was absent from class last monday and wendsday due to my first bad spring allergy semptoms. I came to the class on firday but no one was in the class room i am assuming the class met else where. Im not sure as to what i missed and i would like to get caught up. If possible i would like to get any material i missed and the assinments i missed at the beggining of class on monday. Thank you in advance for your help.

Dear XXXX--

First, it is just as important to use good capitalization, spelling and punctuation in emails to professors as in your papers. It's part of the image you present of yourself. In college and work, your writing and communication skills form the basis for the opinions that your professors and employers have of you.

Second, we have started the research paper, so Wednesday and Friday the class was in the Walker computer lab to look for sources using the library databases. You've been collecting a lot of articles on bird flu, haven't you? Have you considered doing your research paper on that topic? Please look at the project 3 materials in the coursepack, especially the material on annotations, since the first three are due tomorrow.

5. I know that this is a lot to ask and I hate to do it; however I am asking if there is any way that you could postpone our quiz on Friday and reschedule it for next week sometime or maybe even after break. Because I have had a quiz or a test everyday since last Thursday and will until we leave for break, it has made it impossible to finish the novel much less go back through and study it. I would never ask you to do this unless I really needed it and I'm sure others do also. I'm sorry to put you in this position but please consider this.

6. I need help starting my proposal. I am very confused on what exactly we are to do. I know I am not the only one in class who is confused . . . I know I need to create a budget. How do I go about finding prices for these things? Do I call construction sites? How do I create a schedule? I have no idea how long this sort of thing could take. And for the qualifications . . . I have NO qualifications to be doing this sort of work. I can not say I am in the least bit qualified to be writing a proposal for . . . . This is not and never will be my area of focus. If you could give me some guidance on how to begin tackling this project, I would be very thankful.

7. I was correcting my resume set and under my cover letter, the very opening sentence, you said what I had was not what we talked about. However, I'm a bit confused b/c as i'm reading back over everything you have on your web-site, plus some of the samples, I listed the job position that was advertised and I also stated where I found this job description. So I don't exactly know what else you want me to say....is there any way you could clarify what EXACTLY you want?

8. i thought i was doing ok in your class, but as hard as i try and as much effort as i put in your class it doesnt seem to do me any good. I have done everything in my power to try and do good in your class, but it seems like its getting me know where. I do know i missed a couple of homework assignments but other then that i dont really know what to do. The grade i have in the class right know is horrible. So please just let me know what i can do, sorry for the inconvenience.

How to get a response to your emails? What is their primary purpose? Does the “junk” push out the good stuff, reduce its efficiency?