



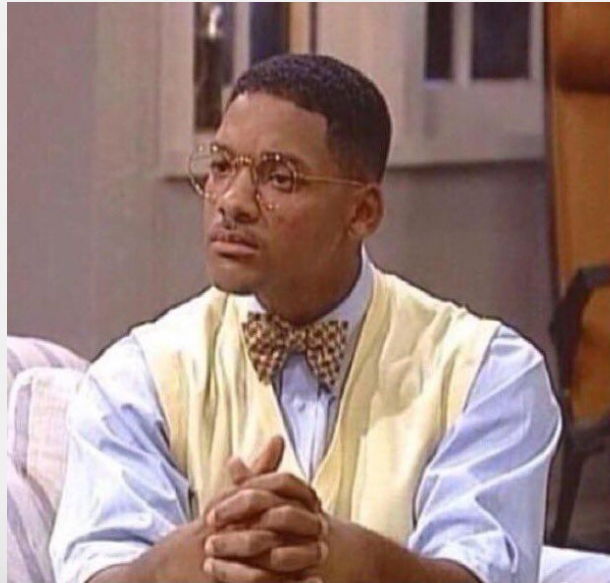
TALKING TO PROFESSORS



HELLO!

We are Anh, Camille, Jomarie,
and Rida

LAST WEEK OF THE SEMESTER GOT EVERYONE IN
OFFICE HOURS LIKE



Go to
office
hours!!

Advice #1

Use "Professor"
or "Dr."

~~"Mr."~~

~~"Mrs." / "Ms."~~

~~First name~~

Advice #2



INTRODUCE YOURSELF!

"Hello Professor, my name is Jane Doe from
your Intro to Spaceship class!"



**NO QUESTION IS
A STUPID
QUESTION!**



ADVICE #3

Be formal,
Be polite,
But don't be
nervous! :)



ADVICE #4

You can approach professors before or after class!

- 1-2 quick questions
- <5 minutes



From: email@uic.edu → **Always** use your school email!

To: acorteuic@edu;

BA 200 - Memorandum Assignment → **Include** course name and number in subject line!

Hello|Professor Corte, → **Use** professional titles and appropriate greeting (Dear or Hello)

My name is Camille from Business Communications at 10 a.m. lectures on Tuesday.

I am writing this email to ask a few questions regarding the memorandum assignment due next Tuesday.

- Does it have to mention negative consequences?
- Does the signature have to be printed or typed?
- Where should I put the date on the memorandum?

→ **Clearly** stated request

Thank you,
Camille Anne Fajardo
UIN: 123456789
Email: email@uic.edu
BA 200 10 a.m. (Tues/Thurs)

→ **Professional** sign-off (Sincerely, Best Regards, etc.)
Include your UIN

email@uic.edu

RE: BA 200 - Setting a Meeting for Memorandum Assignment

Dear Dr. Corte,

This is Camille from your BA 200: Business Communications at 10 A.M. on Tuesday/Thursday. I am following up on setting a meeting with you to go over my memorandum assignment. I had a few questions that I would like to clarify before the exam. I am available on:

- Monday 10:00 A.M. to 12:00 P.M.
- Wednesday 3:00 P.M. to 5:00 P.M.

Please let me know if these times work for you. Thank you for your time!

Best regards,

Camille Anne Fajardo

UIN: 123456789

To: acorte@uic.edu
email@uic.edu

From: Camille Anne Fajardo (email@uic.edu)

Date: Thursday, August 30th, 8:02 pm

Subject: Setting a Meeting for Memorandum Assignment

- Wait at least 3-5 business days before sending a follow-up email!
- Include your original email



THANKS!

Any questions?

Find us at

Anh: abui20@uic.edu

Camille: cfajar5@gmail.edu

Jomarie: jarban2@uic.edu

Rida: rkhan39@uic.edu