



**Exemplification Exercise**  
**“How to Write the Perfect Email to a College Professor”**

**Part A: Main Ideas.** First, read the sentences below. Then watch the short video about how to write an email to a college professor ([http://www.youtube.com/watch?v=b3nOYFXjPc&feature=em-share\\_video\\_user](http://www.youtube.com/watch?v=b3nOYFXjPc&feature=em-share_video_user)). Next, working with a partner, complete the statements below based on the information from the video. Circle the answers.

1. Email is a form of \_\_\_\_\_.  
a. texting      b. etiquette      c. communication
2. Communication has \_\_\_\_\_.  
a. changed      b. remained the same      c. gotten easier
3. Email should be in letter form, not \_\_\_\_\_ form.  
a. phone call      b. text      c. Facebook
4. Sullivan Ballou was a \_\_\_\_\_.  
a. Civil War soldier      b. college professor      c. highly educated military general
5. Sullivan Ballou wrote a letter to \_\_\_\_\_.  
a. his mother      b. his girlfriend      c. his wife
6. Ballou wrote the letter because he thought \_\_\_\_\_.  
a. his son was worried      b. his wife was sick      c. he might die in battle soon
7. The professor was \_\_\_\_\_ Ballou’s letter.  
a. impressed with      b. confused by      c. bored with
8. The professor contrasts Ballou’s beautiful letter with \_\_\_\_\_ from a Kent State University student.  
a. a text      b. an email      c. a letter
9. The student did not \_\_\_\_\_.  
a. sign his email      b. check his spelling      c. call his professor by name      d. A, B, and C
10. The first step to writing the perfect email is \_\_\_\_\_.  
a. identifying yourself      b. asking a question      c. attaching your homework
11. Second, the professor suggests that you keep your email \_\_\_\_\_.  
a. short and simple      b. polite and classy      c. A and B
12. Third, the professor thinks it is important to \_\_\_\_\_.  
a. include a photo in your email      b. be honest      c. check your work
13. According to the professor, \_\_\_\_\_.  
a. spelling is not very important      b. spelling matters      c. using “spell check” is like cheating



**Part B: Exemplification Practice.** Watch the video again. Then, with your partner, choose three sentences below and add exemplification. Use Pattern #1 or Pattern #2, as appropriate, from the Exemplification section in the *Word Combination Card*.

1. **There are several forms of electronic communication.**
2. **Sullivan Ballou is a romantic writer.**
3. **The speaker praises several aspects of Sullivan Ballou’s writing.**
4. **The student’s email has numerous problems.**
5. **According to the video, many faculty members are very busy.**
6. **Email is different from other forms of electronic communication.**
7. **There are several important elements to “context.”**
8. **You can effectively “sign off” (conclude) an email using a number of common words.**
9. **Students may need to email a professor for a number of typical reasons.**
10. **A professor might misinterpret poor spelling.**

Examples:

*There are several forms of electronic communication, including email, texting and instant messaging.*

*Sullivan Ballou is a romantic writer. For instance, he tells his wife that he will be the soft breeze on her cheek if he never sees her again.*

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_