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=b3nOYFXxPc&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

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**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. ______________________________________________________________________________________
   ______________________________________________________________________________________