

How to ensure a prompt response from your instructor?

Prof. Kevin Tang, kevin.tang@hhu.de, 2024.11.11

To ensure a prompt response from this instructor, I kindly ask you to use the following template and keep your email as informative as one possibly can, and give as much information as is needed, and no more, be as clear, as brief, and as orderly as one can (i.e. follow Grice's Maxims).

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Email title: [If applicable: course name]:[Problem]:[Request]

Dear Prof. Tang [or Kevin if we are on first-name terms],

Introduction: My name is [your name] in the [your BA/MA study programme], [if applicable: the course].

Problem: [State the problem]

Context: [State the context of the problem]

Request: [State the request]

[If applicable: state what attachment(s) you included]

Thank you,

[Your name]

Matriculation number: [Matriculation number]

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