



Correct the emails to academic staff

What is wrong with the emails below? (There are several different problems in each).

Dear Assistant Professor John Grant

I have a question about the homework which you set. You said over 250 words, but is there a maximum word limit too?

Sincerely yours

Stefano

Dear professor

I'm John Smith from your Applied Nuclear Physics course.

Please check my homework.

I look forward to hearing from you soon.

Yours sincerely

John

Dear Dr Alex

How are you?

Sorry for missing your class last week. Would you send me a copy of the materials so I can catch up?

Thank you for your cooperation.

Harry Young

What general tips would you give for writing to academic staff in your university in English?