

# Assignment 3:1 – Memo: Writing with You Attitude

## MEMORANDUM

**To:** Evan Crisp  
**From:** Xavier dela Cruz (XD)  
**Date:** February 26, 2016  
**Subject:** Best Practices for Communication Between Professors and Students

Effective communication involves conveying the topic or issue with professionalism, urgency, and consideration. The items listed below are recommended guidelines that can elicit a prompt response by your addressee:

- **Proper use of grammar and spelling** will convey professionalism and emphasize the urgency of any issues that need to be addressed. Avoid the use of colloquialism, jargon, or slang since it may cause misunderstanding.
- **Entering a clear and succinct subject line** will prepare your reader about the topics that are contained within the email. Consider your addressee, and provide concise details in the subject.
- **Promptly respond** to any replies or questions by the addressee. This will let your addressee know that you value their time.
- **Demonstrate enthusiasm for the course** by elaborating on its significance on your university and career plans.
- **End the e-mail** with proper information, such as your contact information and an expression of gratitude to your addressee.

By following these aforementioned guidelines, you are conveying urgency on your issue while remaining considerate to your addressee. If you have any questions, you can e-mail me at [student@alumni.ubc.ca](mailto:student@alumni.ubc.ca)