

In this document, I have included emails I sent out throughout the semester in which some of the writing principles learned in SCIE3001 are applied.

In the following email, I applied the rule of three's to communicate my message. I divided the content into three parts and also gave a brief but enough background.

Dear _____,

I am very interested in being given a place in your 2014 summer research project (Structural studies of proteins involved in infection, immunity, signalling and trafficking).

I am interested in research and I participated in the ALLURE stream in BIOC2000 last semester.

I am currently completing my Bachelor of Science majoring in Microbiology and would be very grateful for the experience of working with you.

Yours Sincerely
Semira Hailu (42672096)

In the following email, the WRITE method was used. As mentioned in the other sections, WRITE stands for ; W – to whom it is written, R – real meat of the message, I – information on background, T – take these steps and E – end it. In this email, the person receiving the message was clearly stated and enough background information was also provided.

Dear _____,

Good morning, this is Semira Hailu. I am the science student who applied to do summer research project with you. Professor _____ and you have signed my application form but I was told to get Professor _____ 's (who is put as the examiner) signature. I was wondering if you can help me arrange time with him so he can sign it for me.

Thank you very much
Semira Hailu (42672096)

In the third email, both the WRITE and the rule of three's were applied.

Dear Dr. _____,

This is Semira Hailu from PARA3002 course.

I have attached the paper I mentioned during the meeting which covers relapsing fever outbreak both in Bahir Dar and Mekelle.

I was also wondering if you have any honours project for mid-year 2015. If yes, can you please let me know the criteria?

Thank you so much
Semira Hailu (42672096)