

**Handbook of Expository
and
Academic Writing for
Shenzhen University Students**

Contents

	Page Number
• Introduction	3
• Definition of Terms	
Section One: Expository Writing	
• 1.0 The Sentence	3
• 2.0 Clauses and Phrases	4
• 3.0 Complex Sentences	4
• 4.0 Combining Simple Sentences	4
• 5.0 The Paragraph	5
• 5.1 The Topic Sentence	5
• 6.0 Coherence	6
• 7.0 Unity	7
• 8.0 The Process of Writing	8
• 9.0 Pre-writing/Outlining (sentence and cluster outlines)	9
• 10.0 Editing/Proofreading	10
• 11.0 Achieving a Natural Style	10
• 12.0 Paragraph Structure	10
• 13.0 Conciseness	10
• 14.0 Formatting	11
• 14.1 The First Page Example of First Page	12
• 14.2 Line Spacing, Font, Point, and Margins	13
Section Two: Academic Writing	
• 1.0 The Thesis Statement	14
• 1.1 Revising the Thesis Statement	14
• 2.0 Citations	14
• Example Essay	15
Appendices	
• Appendix A (Punctuation and Proper Usage)	18
• Appendix B (Common Mistakes)	21
• Appendix C (Proofreading Marks)	22
• Appendix D (Additional Marks)	23
• Appendix E (Checklist)	24
• Appendix F (How to write an email)	25

Introduction

The purpose of this handbook is to help Shenzhen University students understand the basics of sentence structure, punctuation, paragraph development, and formatting in both expository and academic writing. In expository writing, the writer explains, describes, or gives information about a topic. In academic writing, the writer attempts to prove a point by using research as support.

Definition of Terms

An essay is a series of paragraphs. An essay might be a personal experience or an argument. (See 5.0, definition of a paragraph.) An article is a nonfiction report which provides information on a topic. The topic could be a travel destination, music review, or political news. In the publishing industry, however, articles are often referred to as stories, though stories might also be fiction. A composition is only a few paragraphs (about two or three) and is usually something students do as a class assignment.

Section One: Expository Writing

1.0 The Sentence

A clearly stated simple sentence is the basis of all good writing. A sentence is a group of words that has a subject and verb. Here is a list of simple sentences about Shenzhen University:

Shenzhen University was established in 1983.

It is in the Nanshan district of the city of Shenzhen.

Shenzhen is in Guangdong province.

Guangdong province is in southeast China.

The campus is large and park-like.

Students from all over China attend the university.

The atmosphere for studying is very pleasant.

The university has twenty-three colleges and fifty-four undergraduate programs.

About twenty thousand students are enrolled in the university.

There are also 1,500 international students.

The university has cooperative programs with universities in other countries.

These universities are in the United States, Australia, and Japan.

2.0 Clauses and Phrases

A clause is a group of words that contains a subject or verb, but it is not a sentence. A phrase is a group of words that lacks a subject or verb. Here are some examples:

- a. the book that is on the table (clause)
- b. on the table (phrase)

3.0 Complex Sentences

For the purposes of this handbook, there are three kinds of complex sentences. They are:

- a. a typical
- b. a compound
- c. a typical-compound

A typical complex sentence is one simple sentence and one or more clauses. A compound sentence is two simple sentences which are connected by a coordinating conjunction (and, but, or) or a semi-colon (;). A compound-complex sentence is a compound sentence and one or more clauses.

4.0 Combining simple sentences to make complex sentences

There are four ways to combine simple sentences and clauses to make a complex sentence. They are:

- a. use commas (,)
- b. use a conjunction (and, but, or)
- c. use a pronoun (which, who) and two commas
- d. use a comma and the -ing form of a verb

5.0 The Paragraph

A paragraph is a series of sentences which develop one topic. Usually the first sentence introduces the topic of the paragraph. This sentence is called the topic sentence. Here is a paragraph which combines the simple sentences in Section 1.0:

Shenzhen University, which is in the Nanshan district of the city of Shenzhen,^(c) was established in 1983. Shenzhen is in Guangdong, a province in China's southeast^(a). The university has twenty-three colleges and fifty-four undergraduate programs. About twenty thousand Chinese students and 1,500 international students are enrolled in the university, and they attend classes on a large, park-like campus.^(b) As a result, the atmosphere for studying is very pleasant. The university has cooperative programs with universities in other countries, including the United States, Australia, and Japan.^(d)

- (a) using a comma (typical)
- (b) using a conjunction (compound)
- (c) using a pronoun and two commas (typical)
- (d) using a comma and the -ing form of a verb (typical)

The sentence below is a compound-typical complex sentence:

About twenty thousand Chinese students and 1,500 international students are enrolled in the university, and they attend classes on a large, park-like campus, which abounds with lychee trees.

5.1 The Topic Sentence

A topic sentence of a paragraph is a general statement which says to the reader, “The topic of this paragraph is . . .”, but it also effectively limits the topic to one point that the writer wants to develop within the paragraph. The topic sentence often appears as the first sentence, but it might appear anywhere in the paragraph or even be implied rather than stated. There are a number of ways to write a topic sentence. Here are two basic sentence patterns:

- a. Subject, extra information, verb.
Example: Shenzhen University, which is in the Nanshan

district of the city of Shenzhen, was established in 1983.

b. Subject-Verb, extra information.

Example: In 1983 the government established Shenzhen University, which is in the Nanshan District of the city.

Because paragraphs are often developed from the general to the specific, a topic sentence should give the reader time to think about the topic and predict the contents of the paragraph. Here are some examples of topic sentences which are too specific.

c. About twenty-five thousand students attend Shenzhen University. (This sentence would usually appear in the body of a paragraph.)

d. The atmosphere of Shenzhen University is very pleasant. (This topic sentence introduces a paragraph about the atmosphere of the university. The sentences which follow would logically be details which explain the pleasantness.)

6.0 Coherence

Readers expect sentences to flow together in a predictable, logical way. If a writer arranges sentences in a way so that the reader becomes confused, the writing is said to be incoherent. There are two simple ways to make your writing coherent: repeat key words and use transitional bridges. In the paragraph below, the key word (university) is repeated. When you cannot repeat a key word, it is a good idea to use a transitional bridge (as a result) to connect sentences.

Shenzhen University, which is in the Nanshan district of the city of Shenzhen, was established in 1983. Shenzhen is in Guangdong, a province in China's southeast. The university has twenty-three colleges and fifty-four undergraduate programs. About twenty thousand Chinese students and 1,500 international students are enrolled in the university, and they attend classes on a large, park-like campus. As a result, the atmosphere for studying [at the university] is very pleasant. The university has cooperative programs with universities in other countries, including the United States, Australia, and Japan.

7.0 Unity

Readers expect the sentences of a paragraph to develop the topic which was introduced by the topic sentence. If some sentences in the paragraph do not develop the topic, the paragraph lacks unity. The paragraph below lacks unity because some of the sentences do not develop the topic, Shenzhen University.

Shenzhen University, which is in the Nanshan district of the city of Shenzhen, was established in 1983. Shenzhen is in Guangdong, a province in China's southeast. ~~Many factories are located there.~~ The university has twenty-three colleges and fifty-four undergraduate programs. About twenty thousand Chinese students and 1,500 international students are enrolled in the university, and they attend classes on a large, park-like campus. ~~Lychee trees abound, which means students often pick them.~~ As a result, the atmosphere for studying is very pleasant. The university has cooperative programs with universities in other countries, including the United States, Australia, and Japan.

8.0 The Process of Writing

Writing well requires both time and effort. The five steps of the writing process are:

1. prewriting
2. drafting
3. revising
4. editing
5. publishing

Prewriting is the planning and idea gathering step. Sometimes it is referred to as brainstorming. In this step, the writer makes notes and an outline. Drafting is writing the first version, which is called a rough draft. In this step, the sentences and paragraphs may lack coherence, and there might be some grammar mistakes, but you should not be too concerned with these problems. Revising is the step in which you strive to improve the coherence of the rough draft. You should repeat key words and use transitional bridges in order to achieve coherence and delete sentences which distract from the unity. In this step, you may want others to read the writing, asking them for advice about coherence and unity. Editing is the step in which you proofread the writing, correcting spelling, punctuation, and formatting mistakes. It is a good idea for you to have someone you trust read your writing for mistakes. You may find it helpful to read your writing aloud or even backward, from top to bottom, as

this will help you see words clearly. The final step, publishing, is when you print out the writing in its final form.

9.0 Prewriting/Outlining

There are two basic outlines:

- a. sentence
- b. cluster

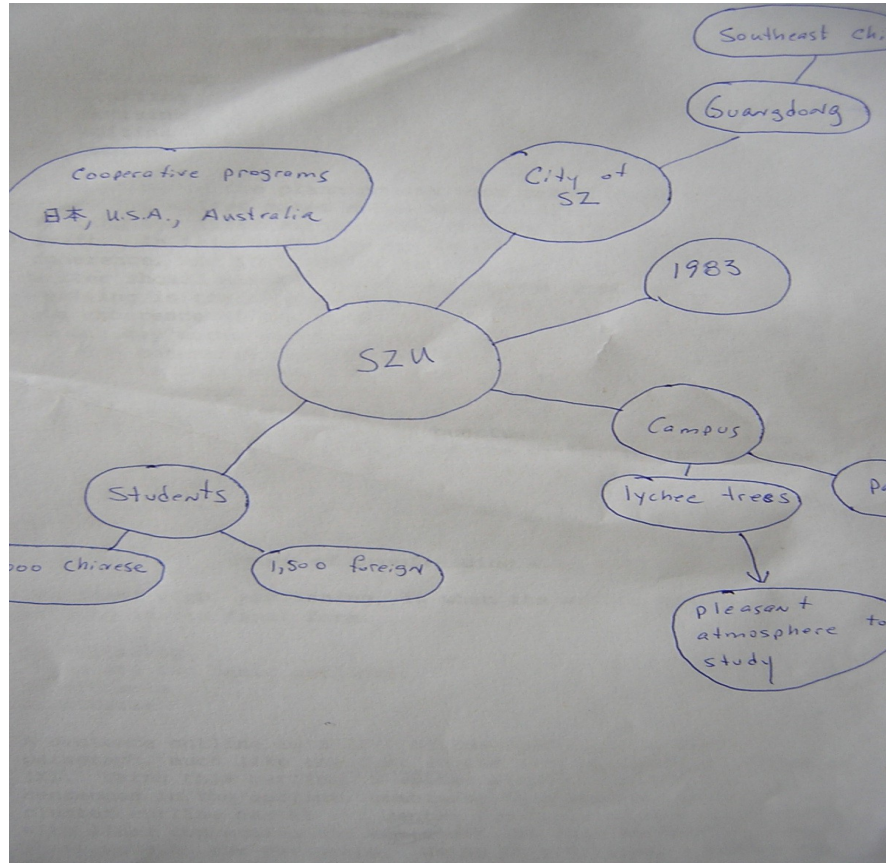
A sentence outline is a list of the sentences in the paragraph. Using this outline, you simply connect the sentences in the outline, combining them when possible.

Sentence Outline Shenzhen University

- Shenzhen University was established in 1983
- Shenzhen University is in the city of Shenzhen.
- The university has twenty-three colleges and fifty-four undergraduate programs.
- ~~Shenzhen is a Special Economic Zone next to Hong Kong.~~
- ~~Before Shenzhen became a Special Economic Zone it was a small fishing village.~~
- Shenzhen is in Guangdong province, which is in southeast China.
- ~~My sister attends Shenzhen University.~~
- ~~Guangzhou is an old, historical city in Guangdong.~~
- About twenty thousand Chinese students and 1,500 international students are enrolled in the university.
- The campus has many trees, including lychee trees, which make it seem like a park.
- ~~Often the music of birds can be heard in the mornings.~~
- ~~There is a beautiful lake on the campus where students go to study under the trees.~~
- ~~Students sometimes pick lychee from the trees on campus, but this is dangerous because they have been sprayed with poison.~~
- Because the campus is very large and like a park, the atmosphere for studying is very pleasant.
- The university has cooperative programs with universities in other countries, including the United States, Australia, and Japan.
- ~~Many Chinese students want to study abroad if they have the chance.~~

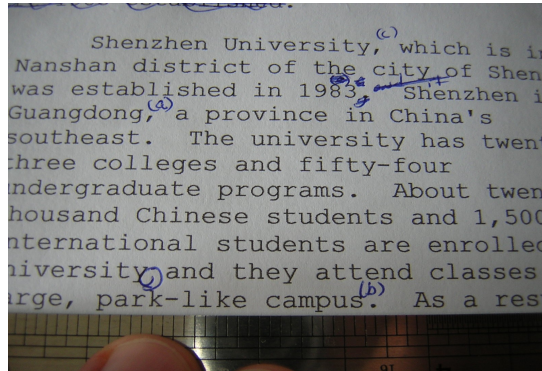
A cluster outline has at its center the topic of the paragraph, with lines connecting the details that you want to include in the paragraph. Using this outline, you can develop the paragraph in a variety of ways.

Cluster Outline



10.0 Editing/Proofreading

To proofread well, you should use a ruler, carefully reading aloud one line at a time. Make sure you check for incorrect punctuation and capitalization, which are common mistakes. (See the checklist, Appendix E, in this handbook.)



11.0 Achieving a Natural Writing Style

Though a writer only needs to know the four sentence patterns in Section 6, achieving a natural style for a student of English is still very difficult. Often students lack enough input language, which means their writing, though it might be grammatically correct, is often unnatural. One of the best ways to check the naturalness of your English is to use an English-English dictionary. If you are uncertain about the usage of a word—such as a noun or verb—look it up in the dictionary and see if there is an example sentence. Pattern your sentence after the example sentence.

12.0 Paragraph Structure

As a rule, you should write from the general to the specific. Follow any general statement with an example, explanation, or fact, such as a statistic. The example essay in the section on academic writing uses examples and explanations.

13.0 Conciseness

Writing should be concise, which means direct and to the point. Here is an example of a sentence which is not concise. It is “wordy.”

Shenzhen University is a university in the city of Shenzhen, and it is located in the Nanshan district of the city.

Here is a more concise sentence:

Shenzhen University is located in the city of Shenzhen in the Nanshan district.

14.0 Formatting

Unless your teacher tells you to use another, you should use MLA (Modern Language Association) formatting.

14.1 The First Page

- Use A4 paper.
- Only make a title page if your teacher tells you to.
- In the upper left-hand corner of the first page, write your name, the course (day and time), the date, and any other information, such as the assignment number.
- Center the title. Only capitalize the first letter of a word.
- Do not capitalize articles and prepositions.
- Create a header in the upper right-hand corner that includes your last name, followed by a space with a page number. Number all pages consecutively with Arabic numerals (1, 2, 3, 4, etc.), one-half inch from the top and far to the right side of the page.

Example of First Page

Your name and page number--1

Your name

The course

Day and time

The assignment

The date

Twenty-four Degrees, Please

The Copenhagen Summit, which made headlines around the world, was held in December, 2009. One hundred and ninety-two countries met in an attempt to strike a new worldwide climate change agreement. Their aim was to slow global warming. Following the meeting, many people around the world decided on their own to do their part to protect the environment by changing their habits. It is therefore ironic that at a time when global warming is in the news almost every day, and people are doing what they can to slow it, that the temperature inside the Shenzhen University library is set at a chilly twenty-one degrees Celsius. This is far too low. There are several reasons why the temperature should be raised to about twenty-four degrees.

First of all, the low library temperature is uncomfortable for students. Many students take

14.2 Line Spacing, Font, Point, and Margins

- Double or 1.5 space the text.
- Use a font that is easy to read, such as Arial, Trebuchet MS, or Courier. Font means style of the type.
- Use 12 point. Point means the size.
 This is 10.5.
 This is 12.
 This is 14.
- Leave two spaces after periods and one space after commas and other punctuation marks.
- Set the margins of your document to about 2.5 centimeters on all sides. Margin is the area between the text and the edge of the page.
- Indent the first line of all paragraphs one half-inch from the left margin.
- Do not justify the right margin. (Justified means that all lines are the same length.)

1.5 Spacing

The Copenhagen Summit, which made headlines around the world, was held in December, 2009. One hundred and ninety-two countries met in an attempt to strike a new worldwide climate change agreement. Their aim was to slow global warming. Following the meeting, many people around the world . . .

Double Spacing

The Copenhagen Summit, which made headlines around the world, was held in December, 2009. One hundred and ninety-two countries met in an attempt to strike a new worldwide climate change agreement. Their aim was to slow global warming. Following the meeting, many people around the world decided on their own to do their part . . .

Section Two: Academic Writing

1.0 The Thesis Statement

A thesis statement, sometimes called a controlling idea, is the basis of academic writing. A thesis statement tells the reader the topic of your essay. It controls the essay the way a topic sentence controls a paragraph. Just as all the sentences in a paragraph must support the topic sentence, all the paragraphs in an essay must support the thesis statement. Very often, a thesis statement is argumentative. The writer wants to prove a point about something and uses research and supporting evidence to achieve this goal. The thesis statement usually appears at the end of the first paragraph, which introduces the topic of the paper in an interesting way. (See the example at the end of this section.)

Examples of thesis statements which have two sides, an argument.

- a. Primary school students should not study English.
- b. The gas tax should be raised in order to improve air quality.
- c. University students should not be required to take physical education courses.

Unacceptable thesis statements. (They are merely ordinary statements which have no clear argument).

- d. Primary school is an important period in a child's life.
- e. There are many cars in Shenzhen, which cause traffic and air pollution problems.
- f. Physical education classes are enjoyable.

1.1 Revising the Thesis Statement

As you gather information and write your essay, you may find that you need to revise your thesis statement so that it accurately reflects the body paragraphs. Having to do this is quite common. Always ask yourself if your body paragraphs and thesis statement are connected.

2.0 Citations

For academic writing, cite any direct quotes or statistics that you included in your essay within parenthesis. To cite means tell the reader where you found the information. The citation, if possible, should include the author's name or article name, page number, and date of publication). The first word in the citation must correspond to the entry in the Works Cited List (see below). You do not need to cite common knowledge. Example: The population of China is over one billion. This information is well-known.

Example Essay with Citations

Claire Zheng--1

Claire Zheng
Writing Two
Tuesday 1/2
Assignment One
October 31, 2010

Twenty-four Degrees, Please

The Copenhagen Summit, which made headlines around the world, was held in December, 2009. One hundred and ninety-two countries met in an attempt to strike a new worldwide climate change agreement. Their aim was to slow global warming. Following the meeting, many people around the world decided on their own to do their part to protect the environment by changing their habits. It is therefore ironic that at a time when global warming is in the news almost every day, and people are doing what they can to slow it, that the temperature inside the Shenzhen University library is set at a chilly twenty-one degrees Celsius. This is far too low. There are several reasons why the temperature should be raised to about twenty-four degrees.

First of all, the low library temperature is uncomfortable for students. Many students take along a sweater if they want to study there. The best temperature for humans is around twenty-three degrees Celsius ("Healthy Living"). Because the temperature is far below this ideal, many students get a cold

after staying in the library for a few hours. Based on the school's hospital records, these ailments include headaches, sore throats, runny noses, and respiratory tract infections (Wong). Undoubtedly, a raise in the temperature will have a positive effect on students' health.

Another reason to raise the temperature is that a lot of energy is being wasted. Cheng Jianhong, an environmental scientist, said in 2003 that the energy consumption of air-conditioners takes up to fifteen percent of the nation's electric power consumption. In the middle of summer, the number approaches forty percent (Cheng 6). Raising the temperature inside by one degree can reduce this waste by seven or eight percent. Therefore, if the temperature in the library is increased, the university can not only stop the waste of energy but also save money. The cost savings could be used in more beneficial ways, such as sponsoring student activities.

Finally, the most persuasive reason for the library to raise the temperature is that presently the air-conditioners are harming the environment. Air-conditioners use Freon, a gas which cools the air. Unfortunately, Freon sometimes is released from air-conditioners. When it is released, it rises through

the atmosphere and has a chemical reaction with the ozone, destroying it ("The Ozone" 5). When the ozone is destroyed, more ultraviolet rays reach the earth, causing temperatures to rise. The rise in temperatures causes droughts and melts ice in arctic regions.

A suitable temperature in library is important for a good study atmosphere. But the present temperature is not comfortable, wastes energy, and even contributes to global warming. A temperature of twenty-four Celsius can meet the needs of students and have less of an impact on the environment.

Works Cited

1. Jianheng, Cheng. "Love of the AC." *The China Daily*.
1 July 2008. www.chinadaily.cn/1july2008/8
2. "Healthy Living." *Modern Life*. www.modernlife.com.
10 October 2009.
3. "The Ozone." Encyclopedia Encarta. Microsoft Corporation. CD ROM. 2005.
4. Wong, Bai, Dr. Interview. Shenzhen University Hospital. 7 December 2010.

Appendix A Punctuation and Proper Usage

1. Period or full stop

End a sentence with a period.

Shenzhen University is in the city of Shenzhen.

2. Comma

a. Use a comma to link a clause or phrase with a simple sentence.

Due to Deng Xiaoping's leadership, the Chinese economy opened to foreign investment.

b. Use a comma before a conjunction which connects two simple sentences.

For many years Shenzhen was a small fishing village called Bao'an, but in 1979 it became a Special Economic Zone.

c. Use a comma to separate a series. (According to MLA style, use a comma before the conjunction.)

Shenzhen has many parks, highways, and modern buildings.

d. Use two commas to enclose a clause or phrase.

Shenzhen, which attracts Chinese from all across the country, has a population of ten million.

Shenzhen, a city in southeast China, is a Special Economic Zone.

e. Use a comma to introduce a direct quote.

Seeing the rapid development of Shenzhen, Deng Xiaoping said, "To develop at Shenzhen speed."

f. Use a comma to separate dates. (A comma always follows the year.)

On June 10, 2007, the Shenzhen Bay Bridge opened, connecting the Nanshan district with Hong Kong.

g. Use a comma before and after a state or province name when it is preceded by a city name.

The history of Shenzhen, Guangdong province, is short.

- h. Use a comma before and after such words as however, therefore, and moreover.

In the eighties, however, Shenzhen developed rapidly.

3. Semi-colon

- a. Use a semi-colon (and a comma) to connect a word such as however, therefore, and moreover to two simple sentences.

For many years, Shenzhen was a small fishing village; however, the city developed rapidly in the later half of the twentieth century.

- b. Use a semi-colon in place of a conjunction to connect two simple sentences that are closely related.

The Nanshan district of Shenzhen is in the western part of the city; from there travelers can go to Hong Kong by bridge or ferry.

4. Colon

- a. Use a colon in a formal email or letter.

Dear Mr. Obama:

This email is to inform you that I will not be able to attend class on Tuesday.

- b. Use a colon to introduce a series.

Shenzhen has seven districts: Luohu, Futian, Nanshan, Yantian, Bao'an, Longgang, and Guangming.

- c. Use a colon to introduce a quote in formal writing.

The mayor is reported to have said: “Shenzhen has a bright, prosperous future.”

5. Quotation Marks

- a. Enclose direct quotes in quotation marks. According to MLA style, put the quotation mark outside the period or comma.

The mayor is reported to have said: “Shenzhen has a bright, prosperous future.”

6. Numbers and dates

1. There are many style for numbers but in expository and academic writing you should write out numbers if they can be written in one or two words. (The style for writing numbers in newspapers is to write out numbers under ten.)

Shenzhen University, in the Nanshan district of the city of Shenzhen, is in Guangdong province, which is in southeast China. It has twenty-three colleges and fifty-four undergraduate programs. About twenty thousand Chinese students and 1,500 international students are enrolled in the university and attend classes on a large, park-like campus.

2. Write out decades.

In the eighties, Shenzhen flourished.

4. Always begin a sentence with the number written out.

Ten million people live in Shenzhen.

5. Use commas to separate thousands.

Shenzhen covers an area of 2,036 square kilometers.

7. Capital Letters

1. Capitalize all proper nouns.

Shenzhen University is located in the Nanshan district,.

Appendix B Common Mistakes

1. The comma splice (sometimes called comma fault)

Shenzhen University was established in 1983, it is in the Nanshan district of the city of Shenzhen.

A comma splice is the most common punctuation mistake that students make. Remember, a sentence must end with a period. There are three ways to correct a comma splice: One, end the sentence with a comma; two, add a conjunction (and, but, or); three, use a semi-colon (;).

2. Sentence fragment

The university campus is large and like a park. Because it has many trees.

“Because it has many trees” is not a sentence. It is a sentence fragment and must be connected to a sentence with a comma or conjunction.

3. Run-on Sentence

Shenzhen University was established in 1983 it is in the Nanshan district of the city of Shenzhen.

A run-on sentence is when two sentences are put together without a conjunction or semi-colon. A sentence must end with a period or be connected to another sentence with a conjunction or semi-colon.

4. Dangling or misplaced modifier

Students from all over China attend the university, which has the largest population in the world.

The phrase--“which has the largest population in the world”--does not modify university. Therefore, the phrase is said to be dangling. A dangling modifier is related to the idea of coherence. The phrase--“which has the largest population in the world”--should follow China.

Appendix C

Proofreading Marks

The mark	What it means	How to use it
	Delete: take out something here.	car y mufflers should shou d
	Insert: add something here.	You ^{are} afraid o ^f mice.
	Add space here.	Jugglers buy a lot of eggs.
	No space: close the gap.	some <u>body</u>
	Delete and close the gap.	the gir r affe
	New paragraph here.	"Yes." said Jack. ¶ "All right." said Jill.
	No paragraph: keep sentences together.	The meeting was brief. <u>It lasted twenty minutes.</u>
	Transpose: switch these things.	fr e nds <u>both</u> were <u>l</u>
	Change or insert this letter.	l ⁱ ke ^c uccess
	Make this a capital letter.	old <u>dr.</u> smith
	Make this a small letter.	My U ncle lost a S hovel.
	Spell it out.	His <u>2</u> friends are Fido <u>&</u> Spot.
	Insert a period.	It was raining. I got wet.
	Insert a comma.	"London, England," he said.
	Insert an apostrophe.	It's a dog's life.
	Insert quotation marks.	"You're a pane," said the door.
	Is this correct? Check it.	Columbus sailed in <u>1942</u> . <u>?</u>

**Appendix D
Additional Marks**

C	Coherence
Comb	Combine these sentences
CS	Comma splice
Cl	Cliché
Dev	Needs more explanation and development
DM	Dangling modifier
FR	Sentence fragment
RO	Run-on sentence
Sp	Spelling
Su	Summarize or shorten
Tran.	Needs a better transition
TS	Topic Sentence
Un	Unity. Lacks unity
Var	Lacks a variety of sentence patterns
Vb	Incorrect verb form
Wdy	Wordy. Lacks conciseness
??	Confusing. Can't understand
I <u>be</u> a student	A careless mistake you should not make

Appendix E Checklist

General Reading

- Do the paragraphs begin in way that introduces the topic in an interesting way?
- Do the body paragraphs begin with a topic sentence?
- Do the paragraphs have unity? (Are there unnecessary sentences that are unrelated to the topic?)
- Is there coherence? (Are the sentences connected in a logical way? Are key words repeated? If you did not repeat a key word, did you use a transitional bridge to connect two sentences?)

Reading for Punctuation, Grammar, and Style

- Do any of the commas connect two sentences?
- Do any sentences begin with “because?” (Are these sentences fragments?)
- Are there any run-on sentences?
- Are there any misplaced modifiers?
- Are the verbs the correct tense? (Present tense is often incorrect. The past perfect tense is usually not necessary.)
- Is there a variation in sentence patterns?

Formatting

- Does the first page correctly formatted?
- Are the paragraphs indented five spaces?
- Are there two spaces after a period?
- Is there one space after a comma?
- Is the line spacing correct?
- Are the margins about 2.5 centimeters?
- Is the font readable and the same throughout the composition?

Appendix F Email

How to compose and format email

When sending an email, make sure you put your class, student number, and subject of the email in the subject line. Begin your email with a salutation. You may also include an introductory question, such as one about the weather. In the body paragraph, ask a question or make a statement. Include a closing comment and your name.

Example format for an email

To: obama@gmail.com

Subject: HW/Wk1/Betsy/2003*****/Writing Class A

Hello Mr. Obama,

How are you?

I'm fine. The weather is good, isn't it?

I have a question. If I fail all the tests and don't do any of the writing assignments, does that mean I fail the course?

I'm so happy you are my teacher.

Yours,
Betsy