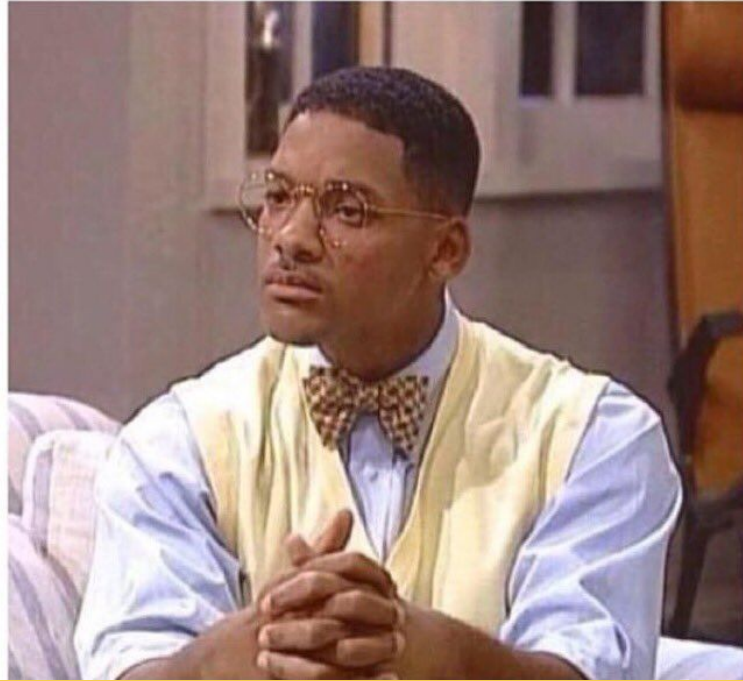


TALKING TO PROFESSORS

Isra & Camille

Last week of the semester got everybody in office hours like



Go to office hours!

Advice #1

USE
PROFESSOR OR
DR.

NOT MR./MRS/MS.

Advice #2

INTRODUCE
YOURSELF.

Advice #3

BE FORMAL &
POLITE,
DON'T BE
NERVOUS!

NO QUESTION IS A STUPID
QUESTION.

Advice #4

FEEL FREE TO
APPROACH PROFS.
BEFORE OR
AFTER CLASS.

acorte@uic.edu

Memorandum Assignment

Good Morning Professor Corte,

My name is Camille from Business Communications at 10 a.m. lectures on Tuesday.

I am writing this email to ask a few questions regarding the memorandum assignment due next Tuesday.

- Does it have to mention negative consequences?
- Does the signature have to be printed or typed?
- Where should I put the date on the memorandum?

Thank you,
Camille Fajardo
cfajar5@uic.edu
UIN 523649273
BA 200 10 a.m. (Tues/Thurs)

QUESTIONS? EMAIL US!

Camille: cfajar5@uic.edu

Isra: ihasna2@uic.edu