Objective: Write a formal e-mail to your instructor in order to: 1) provide a valid e-mail contact, 2) introduce yourself as an individual, 3) express your expectations and goals, and 4) begin a dialogue with your instructor. You will be graded based on completion of the assignment and adherence to the directions. Please use the e-mail you plan to use for the remainder of the school year.

Directions: When addressing professors or anyone in the professional world, the sender should start and end the e-mail with a salutation. Salutations are the very first impression many times, so the appropriate tone and personality are important. Organize the ideas of the e-mail logically and clearly. Answer at least 2 questions in each category below in sentence or paragraph form. You may answer more questions if you like. This will be graded based on professionalism, following directions, and timeliness.

School/Community Involvement
- Do you work? If yes, where? If yes, how many hours per week?
- At school, to which club(s)/organization(s)/sport(s) do you belong? How many hours a day are dedicated to this?
- Outside of school, to which club(s)/organization(s)/sport(s) do you belong? How many hours a day are dedicated to this?
- Do you dedicate a certain number of hours a week to volunteer?
- Are you new to KHS? If yes, where were you last year? (City, state, school)
- Which English class did you take last year?
- How do you feel about KHS and/or Kingwood?
- What else might you want to tell me in this category?

Personal Interests
- How do you like to spend your free time (if not mentioned previously)?
- What types of music do you like? Favorite?
- What do you enjoy thinking about? Explain.
- Which shows do you like to watch?
- What do you feel is unique about you?
- How would your friends describe you?
- If money, school, travel, etc. was not a factor, what would you spend your life pursuing?
- What would you do with 1 million dollars?
- What fascinates you?
- Describe your room at home.
- What are your greatest talents? If I needed your help to do something, what would it be?

Academic Profile
- How do you feel about reading and writing?
- What kind of classroom environment do you enjoy most?
- What would you like me to know about you academically?
- What are your concerns for this year? This class?
- What academic strengths do you bring to the class?
- What academic weaknesses would you like to improve? Be specific.
- What classes do you love and hate most in school? Why?
- Describe your favorite teacher. What types of things did you do in that class?
- If you had a choice to come to school, would you come? Why or why not

Future Plans
- What are your plans after high school?
- If you plan to go to college, what schools are you interested in?
- Do you have a field of study that you want to pursue (a major)?
- What career do you think you’d like? Why?
- Flash forward 4 years. You are insanely happy. What are you doing?
- If there was a “manual” for the future, for what would you like step-by-step directions?
- Is there anything you would like to ask me?