



Email Introduction: WRT 150 Lab Professor

As writing consultants, we often work alongside students AND professors. By existing in this “third space” or “middle space,” consultants are tasked with the opportunity to be a mediator between figures of authority and learners at any level.

When emailing your WRT 150 lab professor, consultants get to set the stage; the tone of the year, the activities in the class, and the relationship between the consultant and professor can all be established with a simple introduction.

The purposes of an introduction is to...

- Say “hello”
- Describe yourself/skills
- Set goals
- Establish “best practices” in the class
 - How to get work done
 - How to behave during downtime
- Establish a method of communication

When working on your own introduction to your WRT 150 professors, consider using the following model to demonstrate how best to A) be yourself and B) make use of the opportunity to get a jump-start on the year.

CONTEXT: I just got a job as a nanny, and I'd like to introduce myself to the family before our first meeting.

When reading through this text, consider these questions...

- **What is the tone like?**
- **What sort of information is included? What might have been left out?**
- **What is the style like?**
- **What sort of things are accomplished by composing the introduction in this way?**

Hello,

My name is Toby, and I will be your new nanny. I'm very excited to get to know the children, and I'm pleased to be able to work with you all.

Before our first meeting, I'd like to open up the opportunity for a conversation about your goals and hopes for me coming into your family. I'd like to establish how my skills might best match your needs as a parent.

As a nanny, I'm trained to "be there" for your children. After my training with the child service, I've learned how to be a source of comfort as well as a role model; I have many strategies I could implement in order to reach each child, but I'd like to give you a chance to establish the kind of environment you'd prefer in your family.

At our first meeting, here are three questions I'd like to discuss so we can both help your family in a way that A) helps you achieve your goals as a parent and B) gives me the knowledge and freedom to best use my skillset. If you'd prefer we communicate via email until the first day of class, I'm flexible and am completely fine with discussing these questions that way, as well:

- 1. How do you see me engaging with the family? Would you prefer that I be "hands-off" and let the children learn to come to me for help/advice? Or would you prefer that I be a bit more "hands-on" and, perhaps, pursue the children about their responsibilities and get them used to someone asking them questions and offering advice right away?*
- 2. During "downtime" when no one seems to need my immediate attention, how do you prefer I use my time? Should we work it out with the children that they hand over tasks for me to accomplish, which would be discussed during work time? Or, would you prefer I model how the children should be behaving during downtime?*
- 3. How would you like me to interact with you? Is email communication sufficient, or (if possible) would you like to have short conversations before/after my time with your family to debrief the day and/or plan for the future?*

I look forward to meeting with you and working with your family!

Best,

*Toby A.
Nanny*