

# Professional Correspondence- A Guide to Responding Appropriately, Concisely, and Professionally

## Possible Outcomes for Professional Correspondence regarding grades:

- Instructor sees that you are accountable for your actions by **responding**- IMPRESSIONS are everything
- Instructor sees your level of maturity in **how** you respond – IMPRESSIONS are everything
- Instructor is reminded that you are part of an elite group of students balancing job, school, home, sports, etc.- **Not an excuse, just a fact.**
- Builds relationships between instructor and student- **You are respected** when you address issues head on and stay on top of communicating what is going on in your world and how that is affecting you
- Builds relationships (trust, accountability) between student and parent
- Could help get work graded and entered more quickly
- Helps build integrity for WBL on campus – WBL students are the BEST! Failing a class does not make you a bad student. We are all here to LEARN!
- Helps you stay on top of your grades in order to not be in crisis mode as we near the end of a semester

Ms. Boyer, **Salutation and address the issue**

**Thank you for reaching out to me. I am aware of my grade in Ms/Mr's Class. I feel like my grade is low because:**

- 1. I have not been applying myself as well as I should. I have been paying more attention to:**
  - My involvement with co-curricular things such as baseball or clubs
  - My work schedule, because I am working \_\_\_\_\_ hours per week most of the time at \_\_\_\_\_
  - The things I have going on at home. However, I would rather speak with Mr/Ms about these issues separately
- 2. I am confused about the content we are learning in this class. Specifically,**  
\_\_\_\_\_
  - I should have spoken with Mr/Ms about this sooner, but it has gotten away from me
  - I have spoken with Mr/Ms about my confusion,
    - But, I have not had a chance to come in for tutoring
    - And I had the chance to come by on Tuesday for tutoring, which,
      - Really helped me figure out some things
      - Made me realize that I need to plan for more tutoring time
- 3. We have recently completed a**
  - **Test**
  - **Project**
    - And Mr/Ms. \_\_\_\_ hasn't had a chance to enter the grade.
  - I really feel like I did
    - Well on this project/test and I am excited to see the score. I will let you know when we get our grades.
    - Not do very well and I do not have much hope that I made a passing score. However, I will let you know when I do receive the score.

## **THE WHY**

**(1-3) Possible reasons why my Grade may be low. What is going on? You MUST make these your own. List ALL reasons why.**

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**This week, I want to concentrate on:**

1. Devoting \_\_\_\_\_(hours) studying. I plan to do this on Monday, Tuesday, and Thursday (Be Specific)
2. Making flashcards on Monday night. Each day we take notes, my goal will be to make notecards that night
3. Setting up a meeting/study session with Mr/Ms. \_\_\_\_\_ to see if they have time to go over the concepts that are confusing to me.
4. Organizing my notebook in that class and making sure I have all of the materials necessary to study
5. Staying for the FAB sessions in Mr./Ms. Class.
6. Discussing with my employer about cutting back on my work schedule to allow me more time to study for next week.
7. Working with my study group twice per week to help me prepare for this upcoming test/project.

**MOVING**  
**FORWARD**

**(1-7) What can  
you do this  
week (BE  
SPECIFIC) to  
work on to  
improve the  
grade?**

**These are  
possible  
strategies.**

**I do plan to speak with Mr./Ms. \_\_\_\_\_ tomorrow at school. I am working hard to improve.**

**Thank you,**

**STUDENT NAME**

**Close it up by addressing teacher and how you will follow up.  
Be positive.**

**Close it professionally with Sincerely, Thank You, or With  
Appreciation, and your name.**