

These are some emails with typical mistakes to avoid. (The mistakes are highlighted below.)

Da: John Jacob

Data invio:

A: csaki3@gmail.com

Dear Professor Csaki,

I am John Jacob and I attend the third year of international studies degree course.

I am writing because "English 2" is the last exam before my bachelor degree in October and I am taking it on 30th September; since I have to deliver all the documents, in particular my booklet, to University of Trieste as soon as I have the result of my final exam and not beyond 6th October, I kindly ask you if you could correct my test right at the end of it, namely in 30th september afternoon.

Waiting your answer I wish you my best regards.

Subject: ?? Paragraphs??

Dear Professor Csaki,

I am John Jacob and I attend third year of the international studies degree course.

I am writing because "English 2" is the last exam before my bachelor degree in October and I am taking it on 30th September; since I have to deliver all the documents, in particular, my booklet, to University of Trieste as soon as I have the result of my final exam and not beyond 6th October, I kindly ask you if you could correct my test right at the end of it, namely in 30th september afternoon.

Waiting your answer I wish you my best regards.

Corrected Version

Subject: exam correction

Dear Professor Csaki,

I am John Jacob and I am in the third year of the International Studies degree course. I am writing because "English 2" is the last exam before my Bachelor's graduation in October and I am taking it on 30th September.

Since I have to deliver all the documents, in particular, my booklet to University of Trieste as soon as I have the result of my final exam and no later than 6th October, could you kindly correct my test right immediately, namely on 30th September in the afternoon?

Looking forward to your reply / I look forward to receiving your reply.

Best regards,
John Jacob

Da: Teresa
Data invio:
A: csaki3@gmail.com

Good morning, I am Teresa III year SID. I am going to apply for a stage at ONU and i need a letter of recommendation. Since one of the main criteria of the selection is the knowledge of English i thought about asking you for that. Deadline is 1st of october i would really appreciate if you could give me an answer soon.
Kind regards,

Subject: ?? Paragraphs??

Da: Teresa
Data invio:
A: csaki3@gmail.com

Good morning, I am Teresa III year SID. I am going to apply for a stage at ONU and i need a letter of recommendation. Since one of the main criteria of the selection is the knowledge of English i thought about asking you for that. Deadline is 1st of october i would really appreciate if you could give me an answer soon.
Kind regards,

Corrected Version

Subject: request for reference

Da: Teresa
Data invio:
A: csaki3@gmail.com

Dear Prof. Csaki,

I am Teresa (+family name) in your III year SID English course, and I am writing to request a reference letter from you.

I am going to apply for an internship at the UN and since one of the main criteria of the selection is the knowledge of English, I thought about asking you for this. The deadline is 1st October, so I would really appreciate it if you could give me an answer soon.

Thank you in advance.

Kind regards,

Teresa + last name