

# CSC290: Email Excerpts

## Excerpt 1

Subject: CSC290

Professor Monroe,

My name is Rick Grimes, and I am in your CSC290 class on Mondays. Unfortunately, I was really sick last week. I can send you my doctor's note. Further, Maggie hurt herself skiing. one of the students dropped out early in the course, so our group has four members only. So, essentially, half of our team has been unproductive. Also, none of us were in class last tutorial. Did we miss anything important?

Thank you  
Rick

## Excerpt 2

Subject: Some points to discuss

Hey people,

We were thinking of changing a few things around the office. These things have bothered most of us and the management thinks it is time we take notice of these aspects. I know that we are all real busy but we should speak about these points in our next meeting. Also, many have not yet submitted the reports and the deadline is coming up in the next couple of days. So, make sure we all concentrate.

Thanks,  
Benny Markos

## Excerpt 3

Subject: Project

Hey Connie, I'm really happy to be working with you on Dr. J's dental website. It's such a great opportunity for me to be working with you, and I haven't done any HTML before so this will be a great learning experience for me. Do you know how to best get started? I read the project plan, and I'm wondering whether the design has been finalized. Do you want me to start coding the homepage?

Also, I noticed that you scheduled a meeting with Dr. J. Should I attend this meeting?

## Excerpt 4

Subject: Data Science Intro Pat <> Andy  
TO: P@gmail.com, CC: A@gmail.com

Hi Pat,

I messaged you before about a friend of friend of mine who is looking to see what data science is all about. His name is Andy, and he actually my lab mate's piano teacher. He is included in this email. I pasted his blurb below.

Andy, Pat is a former coworker of mine who went into data science after his PhD. He is really knowledgeable about the field, especially on the startup side.

I'll let you guys take it from here!

| I'm a third year public policy student at U of T. Originally, I was considering law school, but...  
| (rest of blurb removed)