

Here is the color key which explains what was accomplished by the highlighted text. The more colors that appear in the email, the more effective and comprehensive the request.

brown: setting the context for the request

blue : acknowledging the expertise of reviewer

green: being clear about deadlines

magenta: apologizing for troubling the other person / making refusal an option

orange: explaining what the reviewer will get out of it

Dear Shunsuke

I hope all is well with you.

I am now working on a research that I would like to submit to the 16th biennial conference at ISATT(International Study Association of Teachers and Teaching) that will be held next year. This research will be a step to my thesis, which I think you know what I am having a interest in. The abstract is still at the early stage, but I would very much appreciate your advice.

I know that you have a lot of understandings and experiences in this area and I am sure my abstract will benefit from your advice. In any way, I have what I think are some really important suggestion for the primary English education field, so I hope that you will find it of interest too. I know that you have a presentation upcoming so I don't want to take up too much of your time, but I know that your suggestion will be very helpful for me.

The deadline for submitting the abstract is on Oct 31(It's Halloween!), so if you could get your revisions back to me by next week (i.e., 28th) that would be great.

I apologize for my sudden request under this circumstance that the deadline is just a week and three days away. So please do not hesitate to let me know if you don't have the time.

Thank you, I appereciate it very much in advance.

Mai

Dear Emiko,

I hope that the things are going well with you.

I've finished my paper just now. Maybe there are many mistakes and confusions because my research methods and questions are still not clear.

Actually I choose the international conference which is called "Foreign Language Learning Teaching 2013". The attached document has the rules of call for paper.

So, if you could put your revisions into the mail box of Professor Dias by next Monday at noon, that would be great.

Thank you very much in advance.

Regards, Haruka

青山学院大学大学院 文学研究科 英米文学専攻 博士前期課程

Dear Tomohiro

I hope you are doing well.

I am writing to ask for a favor. I am currently working on a presentation and writing a proposal to submit for the presentation.

It will be based on court interpreting, but I have written only the basic ideas so that whoever majors areas out of mine can understand. Although the content may include unfamiliar terms, I hope you will find the proposal interesting.

As you know, since the deadline is on noon of Oct 22, could you please turn in the reviewed paper to Mr. Dias's box by then? If so, we do not have to take up time to meet just for exchanging our papers.

I have attached the document file for my proposal to this e-mail.

Please feel free to ask if you have any questions.

Thank you very much for your time and concern.

Sincerely,
Anna

Dear Nobumitsu

I hope all is well with you.

I am now working on a conference proposal that I would like to submit to an academic organization for the presentation at the conference. I got done writing my draft, so I would really appreciate your input and would like you to help in reviewing it.

I know that you have a lot of expertise in this area and I am sure my proposal would really benefit from your input. In any case, I have what I think are some really important new challenges and results, so I hope that you will also get interested in this study. Obviously, the draft is just few pages, so I don't think it takes up too much of your time. Also, if you could quickly browse through the references, please check whether I have written them correctly.

The deadline for submission is on Oct 31, so if you could get done reviewing by Oct 22 that would be great. After you finished writing a review, please pass on the reviewed proposal to Mr. Dias by putting it in the box attached to his office door (15-1015). In so doing, please be sure to attach the instructions ("call for papers") which I gave you at the last class to the proposal

I do appreciate the fact that you must be very busy, so please do not hesitate to let me know if you don't have much the time.

Thank you very much in advance. Erina

Dear Haruka,

I hope all is well with you.

I am currently working on a paper that I would like to submit proposals for presentations in "North East Asian Regional Language Education Conference."(see the other attached call for papers)

I know that you have a lot of expertise in this area and I am sure my paper would really benefit from your input. In any case, I have what I think are some really important new results, so I hope that you will find this paper of interest too. Obviously, I don't want to take up too much of your time, so perhaps you might just focus on the Abstract.

The deadline for submission is on Oct. 24, so if you could put your revisions into the mail box of Professor Dias by next Monday at noon that would be great.

I do appreciate the fact that you must be very busy, so please do not hesitate to let me know if you don't have the time.

Thank you every much in advance.

Emiko

Dear Anna

I hope everything's going well with you.

I am working on a presentation for which I submit a proposal. The presentation will be grounded in the knowledge of my field, but I would like it to contain as simple material as anybody out of my field can understand. So the proposal is written with basic things. It also contains what you probably have not heard of but it's simple idea, so you might get some interest if you like something new. If you have questions, feel free to ask.

I really understand that you are busy and this review asking will take away some of your weekend. But as you know, the deadline is Monday. So could you possibly turn in the reviewed paper to Mr. Dias's box so that we don't need to make a time to meet for just exchanging the papers?

Thank you very much in advance and I'm looking forward to seeing you in next class.

Tomohiro

Dear Yu,

It has been very chilly these days, and a cold is going around. I hope you are all well and healthy.

I have written this e-mail to ask you if you would possibly check my proposal for the upcoming NEAR Language Education Conference 2013. As you may know, I am currently working on a research regarding the introduction of 'stories' to public elementary school in Japan. I would like to present my study in the conference I just mentioned, and I would really appreciate your feedback on the proposal I attached to this e-mail.

I know that you are also an expert in this area of study; I am very much sure my proposal will benefit from your words. The study focuses on developing a new story related activities, which I hope you might be interested to know about. The proposal contains 'title', 'abstract', and 'summary' of my research; it shouldn't take much of your precious time since they are written short. I would appreciate it if you could kindly check my English and tell me if there is any ambiguous points.

The deadline for submitting the proposal is on February 17th, 2013. As you may think there is a lot of time to work on this proposal, but if you could get your revision back to me before next year (i.e. by the end of December) that would be great.

I apologize for my sudden request; I know you must be busy working on your own research, so please do not hesitate to let me know if you don't have time to ~~work on for your revision~~ help me revise my proposal.

Thank you very much,

Shunsuke

Dear Erina

I hope all is well with you too.

Of course I'm willing to review your wonderful proposal.

By Oct 22, your wonderful proposal will be reviewed and handed in the box of prof. Disas.

Speaking of the draft for "call for papers", I am working on a conference proposal too. So could you help in reviewing my humble proposal? I would like to submit to an academic organization for the presentation at the conference. I've finished writing my draft, so I would really appreciate your input and would like you to help in reviewing it.

I know that you definitely have a lot of professional knowledge in this area and I am sure my proposal would really benefit from your input. In any case, I have what I think are some really important basic results in the same discipline as you, so I hope that you will also get interested in this study. Obviously, the draft is just few pages, so I don't think it takes up too much of your time. Please check whether I have written them correctly.

The deadline for submission is on Oct 31, so if you could get done reviewing by Oct 22 that would be great. After your reviewal, please pass on the reviewed proposal to Mr. Dias by putting it in the box attached to his office door (15-1015). Please be sure to attach the instructions which I gave you at the last class to the proposal.

I do appreciate the fact that you must be very busy, so please do not hesitate to let me know if you don't have much the time.

Thank you very much in advance.

Yours very sincerely

Nobu