

Correct the emails to academic staff

What is wrong with each email below? (There are several different problems in each).

Email A

Dear professor
I'm John Smith from your Applied Nuclear Physics course.
Please check my homework.
Yours faithfully
John

Email B

Dear Dr Alex

How are you?

Sorry for missing your class last week.
Would you send me a copy of the materials so I can catch up?

Thank you for your cooperation.

Harry Young

Email C

Dear Assistant Professor John Grant

I have a question about the homework which you set.
You said over 250 words, but is there a maximum word limit too?

Sincerely yours

Stefano

Check as a class.

What phrases are most useful for starting and ending emails to academic staff?

What "Thank you/ Thanks" phrases can you use at the beginning and end of such emails?