**Topper Summit**

Email to Instructor

You will practice sending an email to your instructor by addressing the following questions. The email will be addressed to Ms. Mottern:

* What are you looking forward to the most in your first year of college?
* What can we do in this class to support you more as you transition into college?
* What questions do you have for your instructor?

The email must include 4 components:

1. Clear subject line
2. Formal salutation
3. Email body (i.e. purpose, detail, ask/action)
4. Formal sign-off and signature (including your given and preferred names, and student ID number)