

# Module 5 Assessment



## Write an Email to a Professor (GRADED)

Imagine you need an extension to complete one of your course assignments. Write an email to your professor asking for an extension. Your email must include the following parts:

- subject line
- greeting
- body (4-6 sentences)
- sign-off
- signature

Subject Line	
Greeting	
Body	
Sign-off	
Signature	

Before submitting your Module 5 Assessment, please complete the Module 5 Pre-Submission Checklist. You will have one chance to submit this assessment. This assessment will be graded using a rubric. To pass Module 5, you must achieve a minimum score of 50%.