**Task 1.2**

If you are not sure about something relating to your assignment, you should email your tutor immediately.

False. You should first try to find out through other means such as lecture notes, assignment briefs, your colleagues and your Virtual Learning Environment (VLE) (e.g. Moodle, Blackboard etc). If you still cannot find the answer, then you may have to email your tutor, but you should explain that you have been unable to find the information in these ways.

At university it is customary to address your tutor by their first name.

False. You should not address your tutor by their first name unless they specifically tell you to.

Your tutor will expect you to use a chatty style in your emails.

False. Even if you have a good relationship with your tutor, you should use a formal style in your emails to reflect the status of tutor and student.

You need to clarify who you are before you explain the purpose of your email.

True. Write who you are (e.g. a student in your politics unit) so that the tutor understands the context before they read any further.

When you send an email your tutor you can expect a reply within a day.

False: Your tutors are busy people, and you should not have any expectations about when they will be able to reply to an unsolicited email.