

Example of academic email exchange between a PhD candidate searching for a placement with a university of his/her choice and a faculty staff at the questioned university.

Dear Professor Collins,

Excuse me for approaching you and asking you for your help in the following **matter**: I am **currently** a PhD. candidate at Masaryk University, School of Humanities, Department of English and American Studies. I work **as** a tutor of English for Specific Purposes at the Language Center, Brno, Czech Republic. I **intend** to apply for a Fulbright Scholarship, which would enable me to work on my dissertation at an American university. The award of the scholarship, **however**, is subject to a preliminary consent of an establishment that would be willing to **admit** me. And this is where my request comes in. Is there any chance of being offered a **fellowship** at the Gervitz Graduate School of Education? I would be enormously grateful if you could **consider** me as a candidate for **visiting** research student under your **supervision**. The fellowship (up to 10 months) would be covered by the scholarship in question. The **deadline** is unfortunately December 1, 2007 for the academic year beginning in the fall 2008 - I would need a written confirmation from an American scholar that they would be **willing** to supervise me.

In my PhD **dissertation**, I am trying to analyze the structure and language of written medical case reports as a style belonging to the genre of research articles. The text analysis of such reports involves a corpus-based research, **undertaken** primarily from the stylistic, sociolinguistic and pragmatic viewpoints. The corpus, which I **am** currently developing, will be approached both from the synchronic and diachronic **angles**. In the **former**, my focus will be on characterization of the genre as it is currently produced by the discourse community of medical professionals. In the **latter**, an emphasis will be placed on the comparison of differences between medical case reports written 1900 - 1906 and those produced nowadays. In the dissertation I will **draw** on developments of both the Slavonic (especially the Prague School - Mathesius, Vachek, Firbas, Danes; among others Tarnyikova, Bakhtin) and Anglo-American (Crystal, Davy, Leech, Fowler, Halliday, Hasan, Swales, Hoey, Bazerman) traditions in the study of language.

Please find **attached** my Curriculum Vitae. If you **require** any additional **materials**, I will be happy to supply them.

Thank you very much for your time and consideration.

Sincerely,

John Smith

personal page of the student: <http://www.john-smith.muni.cz>

Attachment: curriculum vitae