

Email Writing

Objective:

To develop and enhance the skills required for drafting professional, formal, and effective emails.

Key Components of an Email

1. Subject Line

- Clear, concise, and specific.
- Summarizes the purpose of the email in a few words.

Example:

- *Request for Leave on Nov 20th*
- *Meeting Schedule for Project Review*

2. Salutation

- Formal greeting to address the recipient appropriately.

Examples:

- *Dear Dr. Smith,*
- *Respected Sir/Madam,*
- *Hello Team,* (for less formal contexts)

3. Body of the Email

- **Opening Sentence:** Brief introduction or reference to prior communication.

Example: "I hope this email finds you well."

- **Main Content:** Clearly state the purpose of the email in short paragraphs or bullet points. Be polite and professional.

- **Closing Sentence:** Indicate next steps, if any, or provide closure.
Example: "Looking forward to your response."

4. Closing/Sign-Off

- Use polite and formal closings.

Examples:

- *Best regards,*
- *Sincerely,*
- *Yours faithfully,*

5. Signature

- Include your name, designation, and contact information.

Example:

- *John Doe*
- *Assistant Professor, Department of Mechanical Engineering*
- *Email: john.doe@xyz.edu*

Steps for Writing an Effective Email

1. Understand the Purpose:

- Define why you are writing and what response or action you need.

2. Know Your Audience:

- Tailor the tone and content based on the recipient. Formal for professors and officials, semi-formal for peers.

3. **Be Concise and Clear:**
 - o Avoid long and complicated sentences.
4. **Use Proper Grammar and Spelling:**
 - o Proofread to ensure there are no errors.
5. **Attachments:**
 - o Mention in the body if you're attaching files. Use clear file names.
Example: "Please find attached the project report for your review."

Sample Email Template

Subject: Request for Extension on Assignment Submission

Dear Professor [Last Name],

I hope this email finds you well. I am writing to kindly request an extension for the submission of the assignment for [Course Name], originally due on [Date].

Due to [brief reason, e.g., unforeseen circumstances or workload], I am unable to complete the assignment by the deadline. I would greatly appreciate it if you could grant an extension of [number of days] to allow me to submit the assignment by [new proposed date].

Thank you for considering my request. Please let me know if any further details are needed.

Best regards,

[Your Full Name]

[Your Designation/Role, if applicable]

[Your Contact Information]

Tips for Success

- **Avoid jargon or overly casual language.**
- **Do not overuse capital letters or exclamation marks.**
- **Always acknowledge replies promptly.**

Practice Activity

Draft an email:

1. Requesting a leave of absence.
2. Scheduling a meeting with your advisor.
3. Informing about a technical issue in the lab.

By mastering email writing, you enhance communication skills essential for professional and academic success!