

WRITING EMAILS

PART 1

COMPLETE THE SENTENCES WITH WORDS FROM THE WORD BANK:

1. Please find the document _____.
2. All the _____./ _____ wishes.
3. Please reply at your earliest _____.
4. _____ Sir or Madam.
5. I look _____ to hearing from you soon.
6. Please _____ this information to your boss.
7. I look forward to _____ from you soon.
8. We regret to _____ you that...
9. Lots of _____.
10. This is just a quick _____ to say.
11. _____ let me know if you have any questions.
12. With _____ to your email.
13. Best _____. / Give my _____ to John.
14. _____ you soon!
15. _____ it took me so long to get back to you.
16. _____ again.
17. _____ whom it may concern.
18. Thank you for _____ back so quickly.

WORD BANK

Sorry / reference / inform / Please / To / attached / love / wishes / note / Thanks / See / best / writing / regards / hearing / Dear / forward / reference / convenience / forward / regards

PART 2

DECIDE IF THE SENTENCE IS FORMAL OR INFORMAL.
WRITE AN ALTERNATIVE SENTENCE

	Typical email language	Formal	Informal
1	<i>With reference to your letter of 5th July</i>	✓	
	<i>Thanks for your letter last week.</i>		✓
2			
	How are y'all doing?		
3			
	Sorry it took me so long to get back to you.		
4			
	Write soon!		
5	I regret to inform you that I'll be abroad at that time.		
6	I would like to introduce myself. My name is Susan Sarland.		
7	I hope we have the chance to meet again soon.		
8	How about meeting on Monday?		
9	Send my love to John.		

PART 3

You are planning to write an email to the director of your university about a new activity or programme that you would like to see implemented there.

1. INDIVIDUAL WORK: Write an email (on the space below) to a friend student telling him/her your idea.
2. INDIVIDUAL WORK: Exchange papers with your partner, read his/her email.
3. INDIVIDUAL WORK: Write an answer to your friend and give suggestions for improving the idea. Include any reservations or doubts that you may have concerning their proposition.
4. PAIR WORK: Exchange your paper again and now together write a formal email to the university director. Detail the two propositions for a new programme or activity (your idea and your partner's idea) and try to convince him/ her of the advantages that it will bring to the students as well as the university.

Email 1:

To:
Cc:
From:
Subject:
Body:

Email 2:

To:
Cc:
From:
Subject:
Body:

Email 3:

To:
Cc:
From:
Subject:
Body: