

Email Writing Worksheet

Subject: Email Writing Practice

Instructions:

1. Review the scenario provided for each email.
2. Write a well-structured email based on the scenario.
3. Pay attention to the appropriate email format, tone, and content.

Scenario 1: Thank You Email You recently attended a networking event where you met a professional contact who provided you with valuable insights. Write a thank you email expressing your gratitude and summarizing what you learned.

Subject: Appreciation for the Networking Insights

Dear [Contact's Name],

I trust this message finds you well.

I wanted to extend my heartfelt gratitude for the opportunity to connect with you at the recent networking event. Your insights and advice on [specific topic discussed] were incredibly valuable to me. Your depth of knowledge and experience in [industry/topic] is truly inspiring.

I particularly appreciated your perspectives on [mention a specific point or advice received], and I'm eager to explore these concepts further in my endeavors. Your willingness to share your expertise has provided me with a clearer direction in my own professional journey.

Once again, thank you for your time and guidance. I look forward to staying connected and hopefully, the possibility of future discussions.

Warm regards,

Shanuka Devinda

Scenario 2: Job Application Follow-Up You've applied for a job and had an interview two weeks ago. Write a follow-up email to inquire about the status of your application and express your continued interest in the position.

Subject: Follow-Up on Job Application for [Position Title]

Dear Hiring Manager,

I hope this message finds you well.

I wanted to express my gratitude for the opportunity to interview for the [Position Title] at [Company Name] two weeks ago. I thoroughly enjoyed discussing the [specific aspects/topics discussed] and gaining deeper insights into the role's expectations and contributions to [Company Name].

I'm writing to inquire about the status of my application and to reiterate my keen interest in contributing my skills and experiences to your esteemed team. I understand the decision-making process takes time; however, if possible, could you provide an update regarding the application status?

Thank you once again for considering my application. I remain enthusiastic about the prospect of joining [Company Name] and contributing positively to its mission.

Best regards,

Shanuka Devinda

Scenario 3: Informal Invitation You're planning a casual get-together with friends and want to invite them via email. Write an email inviting your friends, including the date, time, location, and any special instructions.

Subject: Let's Get Together!

Hey everyone,

I hope you're doing well! I'm planning a casual get-together and would love for all of us to catch up. We'll be meeting at [Location] on [Date] at [Time]. It's going to be a relaxed gathering where we can chat, enjoy some good food, and have a great time together.

Looking forward to seeing all of you there!

Cheers,

Shanuka Devinda

Scenario 4: Asking for Information You're researching options for a weekend getaway and are interested in booking a cabin at a particular resort. Write an email to the resort's customer service asking for more information about availability, amenities, and pricing.

Subject: Inquiry about Cabin Availability and Pricing

Dear Resort Customer Service,

I hope this message finds you well.

I'm currently planning a weekend getaway and am interested in potentially booking a cabin at your resort. Could you provide more information regarding cabin availability for [specific dates], the amenities offered, and the pricing details?

Any additional information you could offer would be greatly appreciated. Thank you for your time and assistance.

Best regards,

Shanuka Devinda

Scenario 5: Apology Email You made a mistake on a project that affected a colleague's work. Write an apology email to your colleague, acknowledging the mistake, explaining what happened, and offering a solution to rectify the situation.

Subject: Apology for Project Mistake

Dear [Colleague's Name],

I hope this message finds you well.

I'm writing to express my sincere apologies for the mistake made on [specific project/task]. I acknowledge that my error has caused inconvenience and affected your work.

The issue arose due to [explain briefly what happened]. I take full responsibility for this oversight and am committed to rectifying it immediately. To ensure this doesn't recur, I've [mention any steps taken to prevent a similar mistake].

I am open to discussing this further and exploring ways to remedy the situation. Your understanding and patience are greatly appreciated.

Sincerely,

Shanuka Devinda

Scenario 6: Formal Business Communication You work for a company and need to inform a client about a delay in delivering a product. Write a formal email to the client, explaining the situation, providing a revised timeline, and expressing regret for any inconvenience.

Subject: Notification of Delay in Product Delivery

Dear [Client's Name],

I trust this message finds you well.

I regret to inform you that there has been an unexpected delay in delivering the [specific product/service]. We encountered unforeseen circumstances in the production process, which have impacted on our initial timeline.

To ensure the highest quality and reliability of the product, we are diligently working to resolve these issues. I want to assure you that our team is committed to delivering the product at the earliest possible time.

I sincerely apologize for any inconvenience this delay may cause you or your team. We greatly value your patience and understanding in this matter.

Warm regards,

Shanuka Devinda

Scenario 7: Feedback Email You recently purchased a product online, but it arrived with some defects. Write an email to the customer support team, detailing the issues you encountered and requesting a replacement or refund.

Subject: Request for Product Replacement/Refund

Dear Customer Support Team,

I hope you're doing well.

I recently received my order [Order Number/Details], and unfortunately, the product arrived with several defects. I encountered issues with [specific defects encountered].

I would appreciate it if you could assist me with either a replacement or a refund for the defective item. Please let me know the necessary steps to facilitate this process.

Thank you for your attention to this matter.

Best regards,

Shanuka Devinda

Scenario 8: Expressing Condolences, A colleague has lost a family member, and you want to offer your condolences and support. Write a heartfelt email expressing your sympathy and letting them know you're there for them.

Subject: Offering My Deepest Condolences

Dear [Colleague's Name],

I'm deeply saddened to hear about the loss of your family member. Please accept my heartfelt condolences during this difficult time.

Losing someone dear is undoubtedly challenging, and I want you to know that my thoughts are with you and your family. If there's anything I can do to support or assist you during this period, please don't hesitate to reach out.

Wishing you strength and comfort in the days ahead.

Warm regards,

Shanuka Devinda

Jumbled Email Arrangement Worksheet

- a) Thank you for considering my request.**
- b) I am writing to formally request time off from work.**
- c) I apologize for any inconvenience this may cause.**
- d) I would like to request [Date] off for a family event.**
- e) Please let me know if there are any procedures I need to follow.**
- f) Looking forward to your understanding and response.**
- g) I believe I have fulfilled my responsibilities and assignments.**
- h) Sincerely,**
- i) [Your Name]**