

Dear Professor Bill,
Hope this email finds you well.

First, thanks for the fabulous lecture you gave on the ways of express when writing an email, with interesting activities and interactions. These motivated me and I considered them as the priorities when I plan to write emails.

The most important things I learned from the lecture are as follows:

1. Write emails (letters) at the perspective of recipient, it will help us to manage our words more proper.
2. Don't try to 'reply' your Boss (recipients) but to 'forward' their email, or they may not discover the attachments in last email and they might ignore it .
3. Pay attention to your title. It should not be special or extraordinary but to be unique and should express the topic. Otherwise, they may also ignore it.
4. As for the example of writing for a position as a team leader. I wrote my email which 80% about myself only 20% about the promise towards after being in this position. This may tell leader that I only care about myself but not the company – I should extend the horizon.
5. Last but not least, the usage of Hemingway, which helps me to check the rationality of my words and I will keep using it.

These are my thoughts towards the first lecture. I appreciate for it because these things helps me a lot when I write to some people in the future!

Looking forward to the next lecture! Bon week-end!