Scrambled Emails

The boxes below show **two emails** - **one formal, one informal**. You need to perform three tasks:

1. identify which texts are formal and which informal
2. put the email in the correct order: <u>Salutation</u>, <u>Opening Sentence</u>, <u>Body</u>, <u>Friendly Ending</u>, <u>Close</u>
3. Write your own formal and informal emails, one to a colleague, the other to a business contact. The topics are your own. Keep to the structure outlines in ex. 2, and share your emails in the Q&A Section of this course for feedback and discussion.

The purpose of this activity is to focus you on formal and informal language, and also on the structure of emails.

A — Attached you'll find the new price list for our complete range of organic cosmetics. We've discussed this with other distributors and they agree the increase can be passed onto online customers without any problems.

B — A quick note to tell you about next week's meeting.

C — See you then! Enjoy yourself at the Bangarra Dance Theatre show tonight!

D — Regards, Penelope.

E — Hi Rachel, How's it going?

F — Bye, Sascha.

G — I'm writing to inform you of our price increase for the next financial year.

H — Dear Robert,

I — We're meeting at Pizza Pronto on Collins Street, at 7:00PM. Dylan is bringing the New Zealand visitors with him directly after the docks tour. We'll hold a meeting first, then have dinner. Is that ok?

J — Hope you have a successful third quarter and we look forward to continuing working with you.

Formal: H, G, A, J, D // Informal: E, B, I, C, F