EMAIL WRITING

Ms. Madiha

- In the information age, email has become the dominant form of communication. Being able to write a polished, professional email is now a critical skill both in college and the workplace.

Informal vs. Formal

- Informal:
- Written to friends and family
- Accuracy and grammar (spelling and punctuation) are not important
- You can make up your own rules
- **Example:**
- Hi Anne,
- I miss you so much! Can't wait to see you on Friday!! We haven't hung out in so long! I miss my bestie! Maybe we can go to the movies or dinner or just chill and watch TV and catch up...idc, whichever you want.

  Love ya,

  Jules

Formal:

- Written to a professor, colleague, boss, etc.
- Must always be professional
- Accurate grammar, punctuation, and spelling necessary
- Example:

Dear Professor Johnson,

I hope this email finds you well. I was unable to attend class today due to a doctor's appointment. When you have a moment, could please let me know what I missed and what homework I need to have completed for Friday?

Thank you,

Julia Smith.

Email Format:

1. **Subject**
- The subject line is the first thing readers will look at in their inboxes. Using an accurate subject line that is neither too short nor too long, therefore, is imperative.
- A rule of thumb is to use keywords from the main text that relay the exact purpose of your email.
- A subject line should be like the headline of a newspaper
- A subject line should tell your reader the purpose of your email in a concise manner but should be more than one word. "Hi" or "FYI" don't tell the recipient anything about your email, but "Question about Class Thursday" or "Need help understanding the homework" tell your reader the purpose of your message.

Email Format:

2. Salutation/Greetings:

- The salutation of a formal email is similar to the salutation of a letter.

- When writing to someone you do not know by name, you put "To Whom it May Concern." When applying for a job, you would address the person by, "Dear Hiring Manager." If you do know the recipient's name, you put "Dear Mr./Ms. Smith." For a formal salutation, **you should not use the** recipient's first name or

- It is important to remember that an email needs to be concise. The first sentence, known as the **opening sentence**, can be a greeting if the situation allows it.
- I hope all is well with you.
- Thank you for your prompt response.
- I hope this email finds you well.
- Thank you for providing your assistance on this urgent matter.

Sign-off

- The closing or sign-off to your email lets the recipient know who you are. Always sign off with your name such as: "Thank You, or "Sincerely, Be sure to consider the level of formality you audience will expect when signing off.

- John Smith,

  HoD (Procurement Department)

  Email: John@exact.tml.com

Carbon copy (Cc)

- Carbon Copying individuals on an email sends your message to the recipient while also sending someone else a copy.
- This can convey the same exact message to more than one person. In professional settings, copying someone else on an email can help get things done, especially if the person receiving the copy is in a supervisory role.
- For example, copying your boss on an email to a non-responsive co-worker might prompt the co-worker to respond. Be aware, however, that when you send a message to more than one address using Cc:, both the original recipient and all the recipients of the carbon copies can see each person who receives it.

Blind Carbon Copy (Bcc)

- Blind copying emails to a group of people can be useful when you don't want everyone on the list to have each other's addresses.

- If you don't want any of the recipients to see the email addresses in the list, you can put your own address under To: and use Bcc: exclusively to address your message to others. However, do not assume that blind copying will always keep recipients from knowing who else was copied—someone who is blind copied may hit "reply all" and send a reply to everyone, revealing that they were included in the original message.

- This is sometimes considered informal or unprofessional way to communicate.

5 Tips To Help Get Responses to your Emails

- 1. Briefly state your purpose for writing in the very beginning of your message.
- 2. Be sure to provide the reader with some context. If you're asking a question, cut and paste any relevant text into the email so that the reader has some frame of reference for your question. When replying to someone else's email, it can often be helpful to either include or restate the sender's message.
- 3. Use paragraphs to separate thoughts (or consider writing separate emails if you have many unrelated points or questions).

5 Tips To Help Get Responses to your Emails

- 4. State the desired outcome at the end of your message. If you're requesting a response, let the reader know what type of response you require.

- 5. If you're requesting something that has a due date, be sure to highlight that due date in a prominent position in your message. Ending your email with the next step can be really useful, especially in work settings (for example, you might write "I will follow this up with a phone call to you in the next day or so" or "Let's plan to further discuss this at the meeting on Wednesday").

Activity

Dear Sir/Madam,

I am a graduate from menlo college. I got a degree in business and would now like to use it. Your company looks interesting. Can I come in for an interview? I have alot of experience from my schooling and extra cirriculers. I think I can help the company alot. Please respond to my email to let me know. Thanks, Max Oates

Activity

- Write an email to the university administration to inquire about a scholarship program.