

English Academic Writing

Unit 4: Writing for administrative purposes

- Personal statement & Email
 - Useful for Admissions to further study
 - for fellowships and scholarships
 - for internships and for jobs

Module 4.1: Personal statement

Elements:

- Opening/Lead
 - Start strong!
 - Be descriptive and tell a story
- Body of the Essay
 - Where do you want to go?
 - What experiences have led you to this point?
 - What makes you a strong candidate?
 - Why this specific program/institution/fellowship?
- Conclusion
 - End strong!
 - Consider circling back to your opening story or description

Tips for personal statements

- 1. Make it personal
 - Reveal who you are
 - Strive for flair, not empty words/sentences
- 2. Give specific examples and stories
 - “Show, don’t tell.”
- 3. Don’t read your CV line by line
 - Highlight relevant experiences

Tips for personal statements

- 4. Show interest
 - Do your homework
 - Be specific about why the specific program/institution/award appeals to you
- 5. Explain gaps and failures
 - Don't ignore these in hopes that reviewers won't notice the issue!
 - A good explanation and show of growth might get your application noticed

Module 4.2: Email

- Structure: RAP model(Reason, Action, Polite closing)

RAP model	Examples	
Opening salutation	Dear Anna, Dear Head of Department I hope this email finds you well.	
Reason for writing	I am writing to xxxxx.	
Action needed	Please let us know if you require xxxx or if you have any questions.	
Polite closing sentence	We look forward to seeing you.	
Closing salutation	Yours sincerely, Sincerely, Best wishes, Best regards, Kind regards, Yours, Regards,	Formal Informal

Useful email phrases

Referring to previous correspondence

- In reply to your email of 10 November, we wish to inform you that ...
- Thank you for getting in touch regarding...
- Regarding your question about / concerning ...
- In response to your questions, ...
- With reference to our meeting last week,...
- Further to our meeting,
- Here is the information you requested: ...
- As requested, I am sending you ...
- Below you will find my / our responses to your points regarding ...
- Here are the answers to your questions point by point:
- As agreed, please find attached ...

Attaching a document to your email

- I have attached the report to this email.
- Please find the report attached to this email.
- In the attached document, you will find my comments on your text.
- You will find the minutes from the staff meeting in the attached file.

Useful email phrases

Saying thank you

- Thank you for sending me ...
- Thank you for your interest in ...
- Many thanks for your email informing us that ...
- I would like to express my thanks for...
- I would like to convey my gratitude for the work ...

Asking for help / further information

- Could you please provide more details concerning...?
- Could you please send me the ...?
- Any additional information would be greatly appreciated.
- I would be grateful if you could...
- It would be very helpful if you could send us...
- I am interested in receiving...

Offering further help

- We would be happy to provide further information about...
- Please do not hesitate to contact me/us should you need any further assistance.
- If you need any further help on this matter, do not hesitate to get in touch.
- Please let us know if you need any help.
- Please get in touch if you have any questions.

Useful email phrases

Stressing something

- Please note that further information is available on our homepage / in the attached compendium.
- Let me stress that the deadline was last week and that late submissions will not be assessed.
- I would like to clarify that ...

Apologising

When apologies are offered, they need to be clear and to-the-point:

- We regret to inform you that due to covid restrictions, we are unable to...
- As a result of [recent cutbacks / unforeseen circumstances], I regret that...
- Thank you for telling us about ... We apologize on behalf of...
- I apologize for any inconvenience caused by...

If you have not responded to an email, etc., the following sample sentences might be useful:

- My sincere apologies for responding late; we receive large numbers of emails in early September.
- I only just realised that I have not responded to your query. I sincerely apologise.
- I apologise for not answering sooner.

English Academic Writing

Assignment & Final exam

Assignment

- Confirm a research topic
- Review the background and make your plan
- Write the introduction (3 Moves, around 400 words)
- Find an editor in the class/ the other class (work in pairs)
- Review each others work (keep the process for revision)

First draft(friday, week 11),
revised final version(Monday, Week 14)

Final exam

- 07 June (Week 14, Friday) 10:30 -12:30

1. Multiple choice questions
2. Short answer questions
3. Sentence revision
4. An essay