

Writing a simple email

COMMUNICATION

LEVEL
Intermediate

NUMBER
EN_BE_2432X

LANGUAGE
English

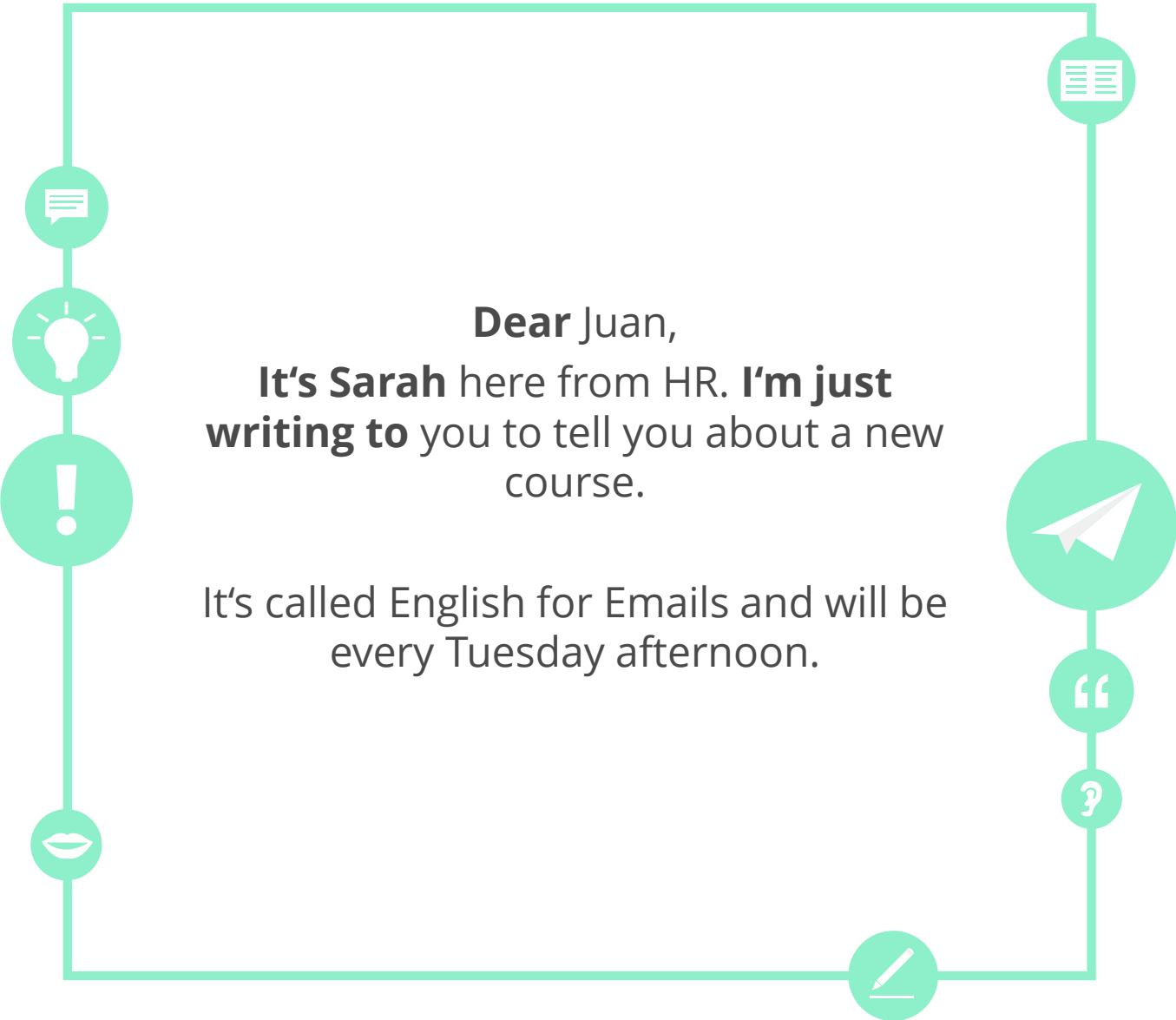




Goals

- Can write a simple email.
- Can correctly structure and phrase an email to send to a colleague.





Dear Juan,
It's Sarah here from HR. **I'm just writing to** you to tell you about a new course.

It's called English for Emails and will be every Tuesday afternoon.



Preview and warm-up

In this lesson you are going to **review phrases** to use in **emails** and practise **writing** an **email** to a **colleague**.



Just a quick note to say hello!



Vocabulary review

Dear Sir/Madam

I'm just writing to

**Please find
attached**

Would you mind



**Thanks for your
email**

**You will be
pleased to hear
that**

**Hope to hear
from you soon**

All the best



Sentences



Dear Sir/Madam, This is Joe from CapeLand.

I'm just writing to give you some details about your new position.



Hi Sam, **Thanks for your email.**

Please find attached a copy of the report.



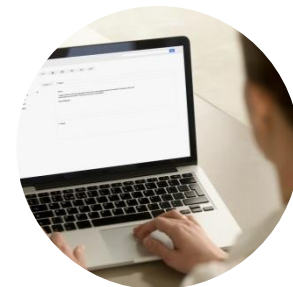


Sentences



Would you mind going to the meeting on Wednesday?

You will be pleased to hear that the project is now finished.



Hope to hear from you soon.

All the best, John.



Writing an email in English

Most people **write emails** very often at work. **Writing an email in English** can be more difficult.

Look at the next few pages for things to make writing an email in English as **quick** and **simple** as in your own language.



Hello Otis, **It's** Mirela **from** OneShop.

Learn some set phrases

There are certain **phrases** which you can use in almost any **work email**.

If you learn them by heart, it will be much **faster** and **easier** for you to **write emails in English**.



Would you like me to help you with anything?



Look forward to hearing from you.

Formality

Getting to the point

It is important to think about how **formal** the **email** should be. Writing to a **colleague** you know well will be **different from** writing to an **important client**.

You should also make sure to **get to the point** quickly. This means that you tell the person **why you are writing** at the beginning of the email.



Hi Yuki, **Thanks for your email.**



Just a quick note to update you on our new rules.



Formal and informal emails

Who do you **write formal emails** to at work?

Who do you **write informal emails** to?

Do you think it is **different** in other countries?

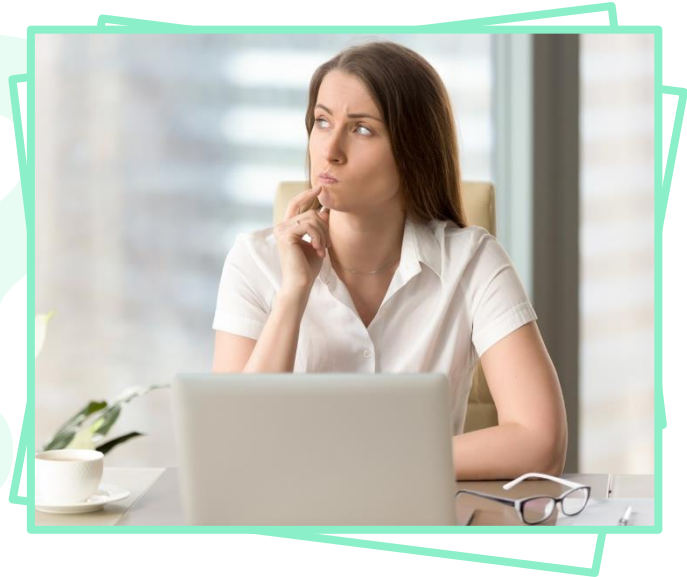




Discuss

What do you find difficult about writing emails in English?

Try to give some advice to your classmates.



Structuring an email

Emails in English usually follow the same **structure**.

This makes it **easy** to **write** emails and easy to **read** them.



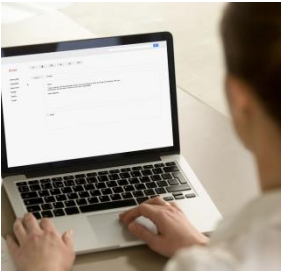
Dear Elliot,

Salutations

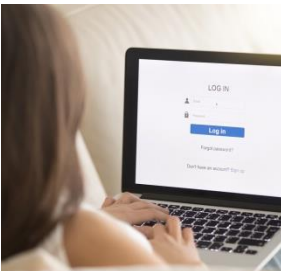
Opening

Always **start** with a **salutation**. This usually means **addressing** the **person** you are **writing to**.

Then write an **opening sentence**. The opening sentence needs to briefly explain **why you are writing**.



Dear Mary,



I'm just writing to tell you...

The main body

The **main body** is the part where you write the **details** of the email.

Here the main **purpose** of your email should become clear.



Could you please send me a list of train times?



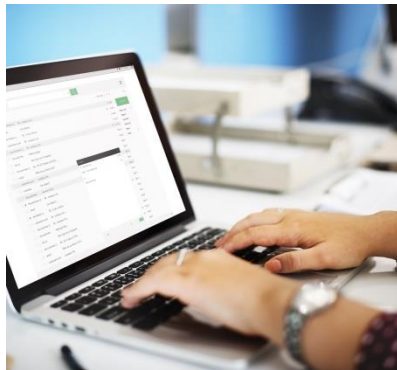
Please find attached the confirmation.

Ending

Closing

End the email by writing about **future contact** or **thanking** the person you are writing to.

Close the email with a **set phrase** and your **name**.



Look forward to hearing from you.



True or false?

	TRUE	FALSE
1. You should tell the recipient why you are writing at the end of the email.	<input type="checkbox"/>	<input type="checkbox"/>
2. Emails in English usually follow a set structure.	<input type="checkbox"/>	<input type="checkbox"/>
3. Formality is not important in emails in English.	<input type="checkbox"/>	<input type="checkbox"/>
4. Most learners of English find writing emails in English easy.	<input type="checkbox"/>	<input type="checkbox"/>
5. You can always start an email with <i>Hi!</i>	<input type="checkbox"/>	<input type="checkbox"/>



Brainstorm

Brainstorm as many phrases as you can remember for salutations and closings in emails.





Categorise

Put the phrases below into the correct category.

Hope to hear from
you soon

Just a quick note
to...

Would you like me
to help you...?

Thanks for your
email.

Look forward to
hearing from you.

Would you mind...?

It's Celia from
Accounts.

Could you please...

You will be pleased
to hear that...

I'm just writing to...

Please find
attached...

Thanks for your
help.

Opening

Main body

Ending



Put the lines of this email into the correct order

To: Johndoe@mail.com

Subject: Travel confirmation

It's Steve from reception.

Best, Steve

Please find attached your boarding pass and taxi confirmation.
Could you please let me know you have received this?

Dear John,

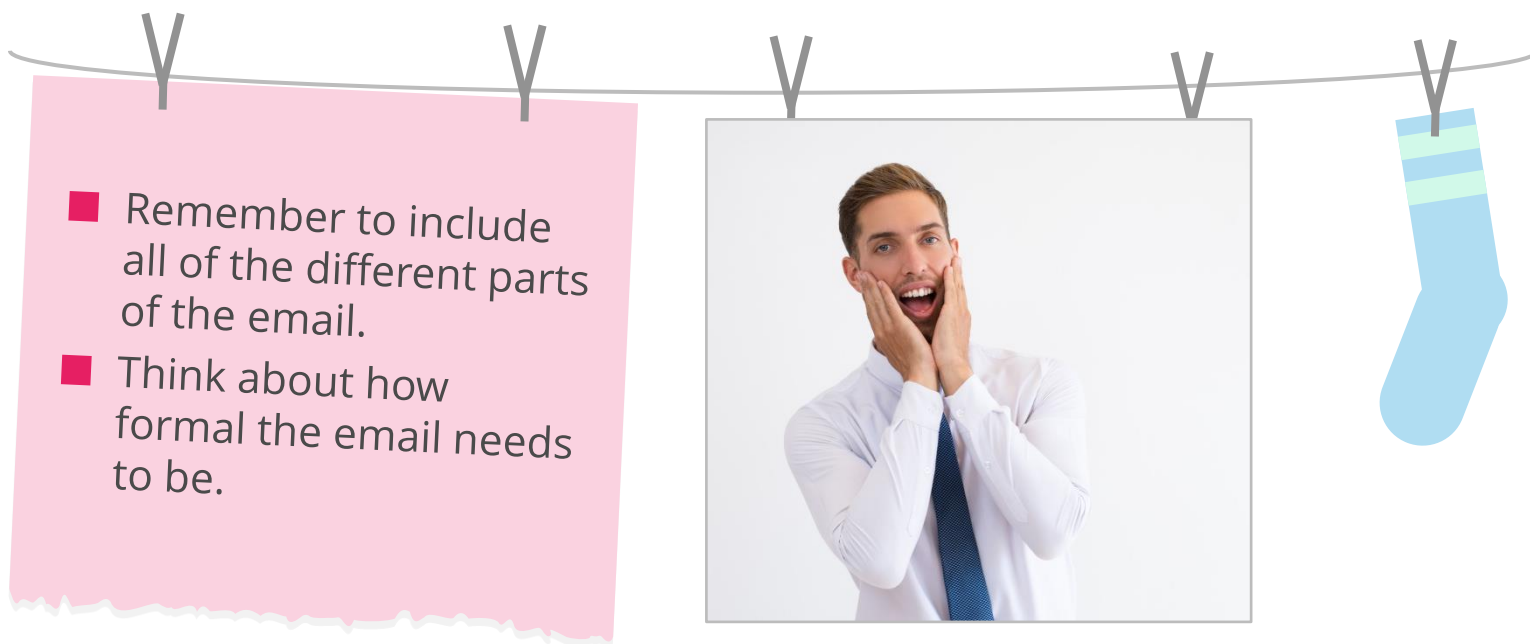
I'm just writing to confirm your flight is booked for tomorrow morning.

Thanks for your help,



Planning an email

This is Bill. He needs to email his boss Petra to confirm that she will be attending the meeting he has arranged later in the week. Work with your classmates to write the email on the next page.





Email writing

As a class, write the email from Bill to Petra here.

— □ ×

To: petra@boss.com

Subject:



Writing

Now work alone. Think about an email that you have to send to a colleague at work this week. You are going to write the email in English on the next page. Make a few notes here as a plan and ask your teacher for any vocabulary you need.

Hi!

All the best,





Email writing

**Now write your email to a colleague here.
When you are finished, compare your email with your classmates.**

A simplified email composition window with a light gray border and a white background. At the top right, there are three small buttons: a minus sign, a square, and a red button with a white 'X'. Below these are two input fields: 'To:' and 'Subject:'. The main body of the email is a large rectangular area with horizontal lines for text entry.



Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer key

Exercise p. 17

1. F, 2. T, 3. F, 4. F, 5. F

Exercise p. 19

Opening: It's Celia from Accounts. Just a quick note to, Thanks for your email, I'm just writing to,
Main Body: Would you like me to help you? Would you mind? Could you please? You will be pleased to hear that, Please find attached
Ending: Hope to hear from you soon, Look forward to hearing from you, Thanks for your help

Exercise p. 20

Dear John,
It's Steve from reception. I'm just writing to confirm your flight is booked for tomorrow morning. Please find attached your boarding pass and taxi confirmation. Could you please let me know you have received this?
Thanks for your help,
Best, Steve





Unscramble

A

mind helping

the meeting?

Would you

me prepare for

C

out for lunch
today.

we are all going

note to tell you

Just a quick

B

for January.

Please find

attached my

invoice

D

from you

hear

Hope to

soon.



Email writing

Write an email to one of your important clients asking if they can come to a meeting with you.

-

□

×

To:

Subject:

Dear...



Homework answer key

Exercise p. 29

A. Would you mind helping me prepare for the meeting? B. Please find attached my invoice for January. C. Just a quick note to tell you we are all going out for lunch today. D. Hope to hear from you soon.



About this material

Find out more at
www.lingoda.com

This material is provided by

lingoda



lingoda Who are we?



Why learn English online?



What kinds of English classes do we offer?



Who are our English teachers?



How do our English certificates work?



We also have a language blog!