

Writing an email

COMMUNICATION

LEVEL
Beginner

NUMBER
EN_BE_1136X

LANGUAGE
English



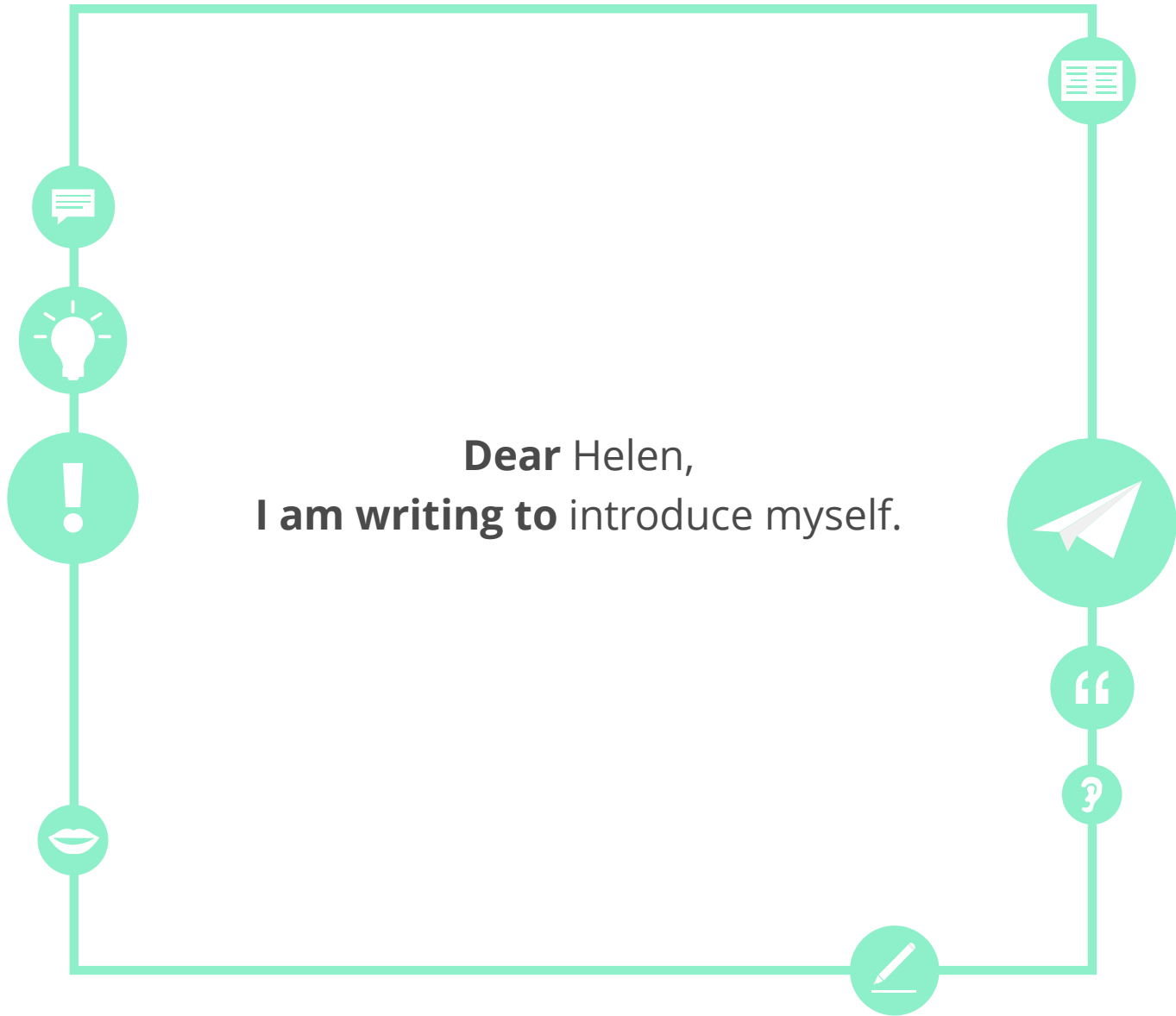


Goals

- Can read simple emails, understanding new vocabulary
- Can complete a basic email to a colleague using new words and phrases



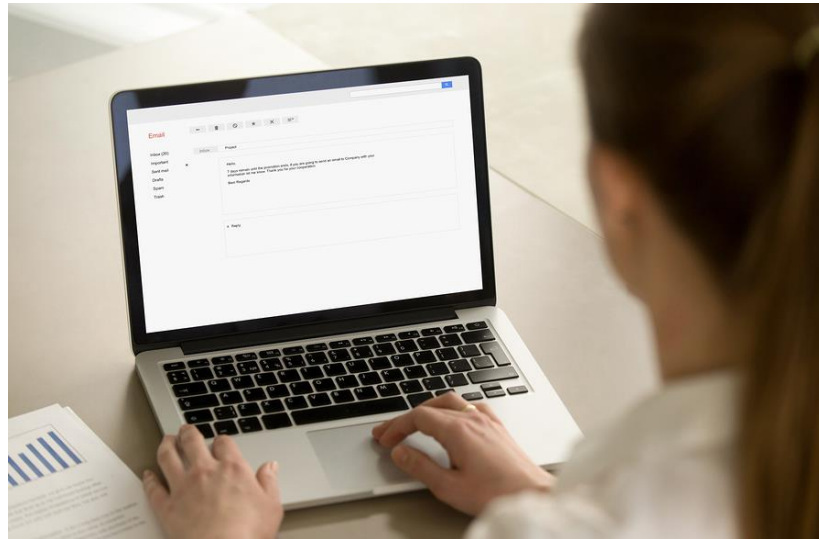
Dear Helen,
I am writing to introduce myself.





Preview and warm-up

- In this lesson, you are going to learn how to **write** a simple **email**.



Dear John,



Vocabulary review

job

to work

office

boss

colleague

lawyer

secretary



office worker



Sentence examples



I have a **job**.

I **work** in an **office**.



This is my **boss**, Jean.

This is my **colleague**, Simon.





Sentence examples



James is a **lawyer**.

Bella is a **secretary**.



I am an **office worker**.



Vocabulary review

The United
Kingdom

The United
States

Australia

South Africa

English

French

German

Spanish





Sentence examples



Sarah is from **the United Kingdom**. She is **English**.

Greg is from **the United States**.



My colleague Stan is from **Australia**.

My boss Michelle is **French**.





Jobs

What do they do? Fill in the gaps.



She is a _____.



He is a _____.



She is an _____.



He works in an _____.



Where are the people from?

A



B



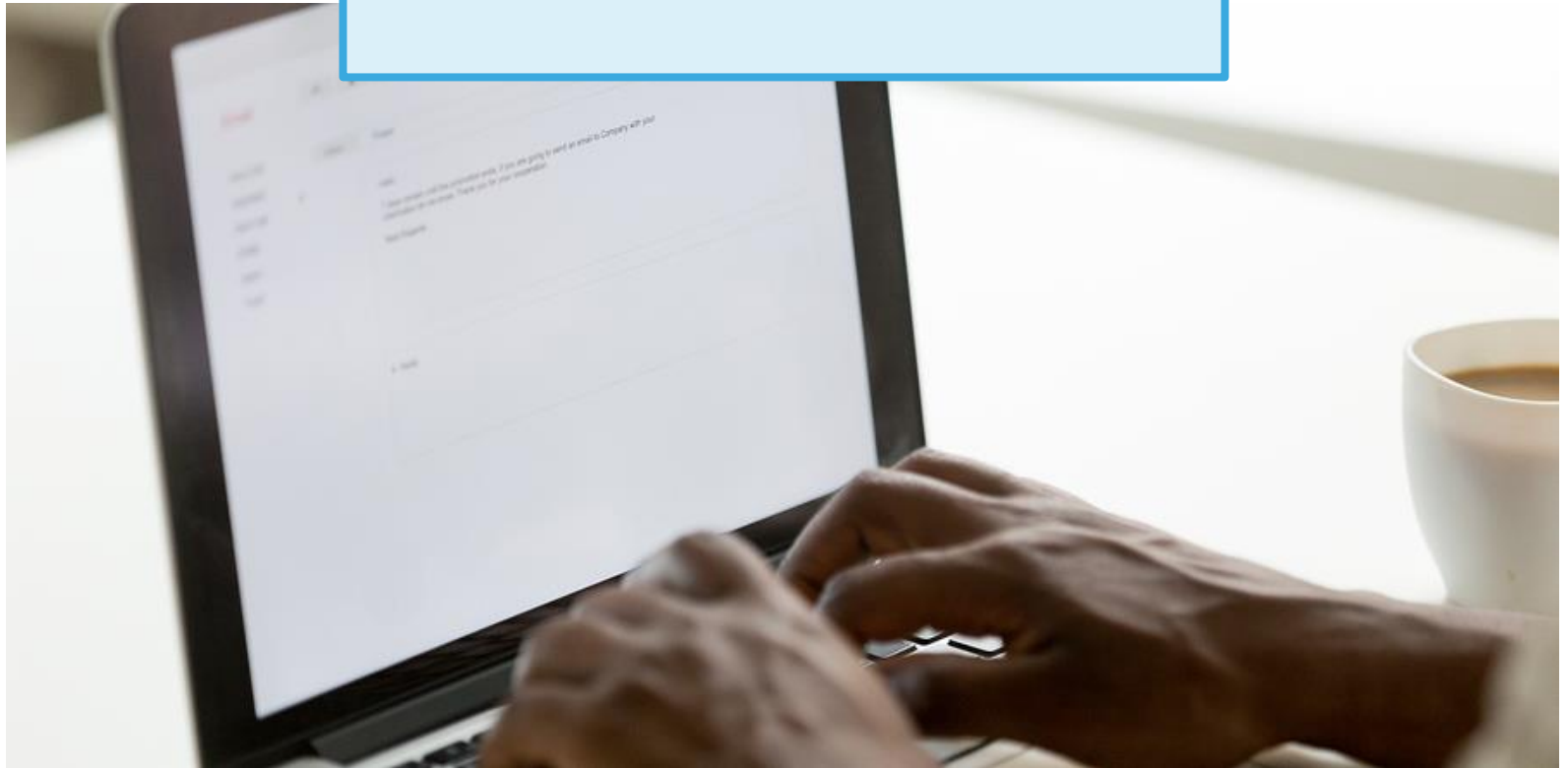
C



D



email



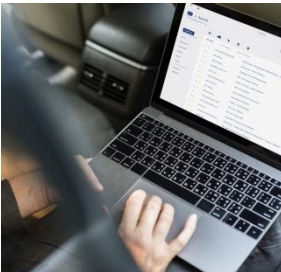
This is an **email**.

inbox

Your **inbox** has emails in it.



This is my **inbox**.



Emails are in my **inbox**.

to write a message

We **write messages** to our colleagues.



She **writes a message** on her laptop.

to send an email

We **send emails** to our colleagues.



She **sends an email** on her computer.



Fill in the gaps

Fill in the gaps with the correct word.

inbox

message

email

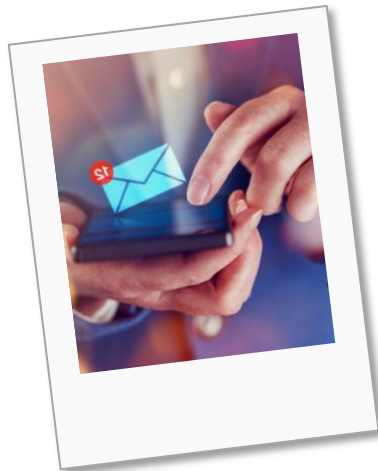
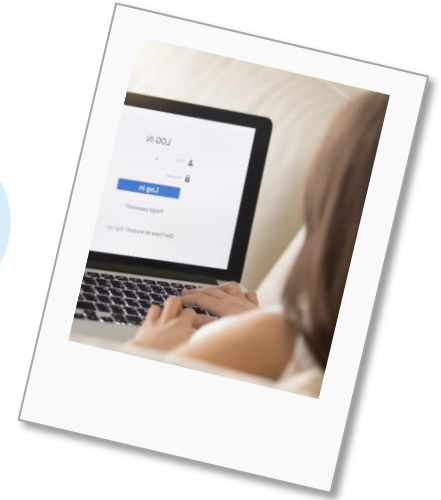
1. I write a _____ to my colleague.
2. I send an _____ to my boss.
3. My _____ has 10 emails in it.





Speaking

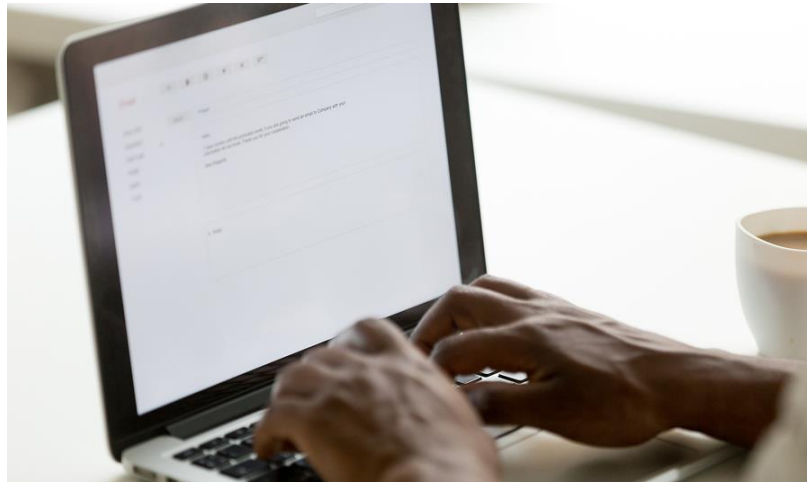
**Who do you write
messages and
emails to?**



**How many emails
are in your inbox?**

Hi

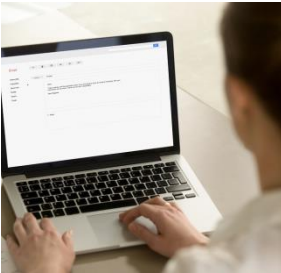
Write **Hi** when you are writing an email to a colleague you know.



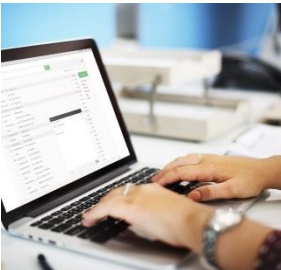
Hi Vera,

Dear

Write **Dear** when you are writing to someone you do not know well.



Dear Clive,



Dear Ms Johnson,

I am writing to...

Use this phrase to say **why** you are **writing**.



I am writing to introduce myself.

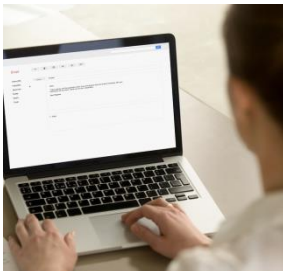
Best regards

Kind regards

Use these phrases to finish your email.



Best regards, John.



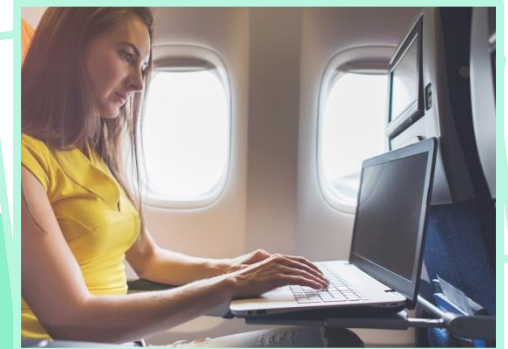
Kind regards, Kelly.



Beginning

End

Dear...





Email

Fill in the gaps.

To: ballen@mail.com

Subject: Introducing myself

_____ Mr Allen,

I am _____ to introduce myself. I'm Thomas and I am your new colleague. I am a lawyer. I am from the United Kingdom. I'm English. I _____ English and French.

Kind _____,
Thomas Carver



Fill in the gaps

To:

Subject: Introducing myself

Hi Anna,

I am writing _____ introduce myself. I have a job at your office. I am your new colleague. My name is Caroline. I am _____ the United States. I live _____ New York. I speak _____ and Spanish. I am _____ secretary.

_____ regards,

Caroline



Email writing

You have a new job! Write an email to your new colleague to introduce yourself. Use the examples on the pages before to help you.

To: newcolleague@mail.com

Subject: Introducing myself



Your email

Show your **email** to a partner or
your teacher.
Do they want to ask any questions?



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

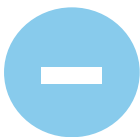
no





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. 10

secretary, lawyer, office-worker, office

Exercise p. 11

A. She is German/She is from Germany. B. She is from South Africa. C. She is Spanish/She is from Spain. D. She is from the United Kingdom.

Exercise p. 16

1. message, 2. email, 3. inbox

Exercise p. 22

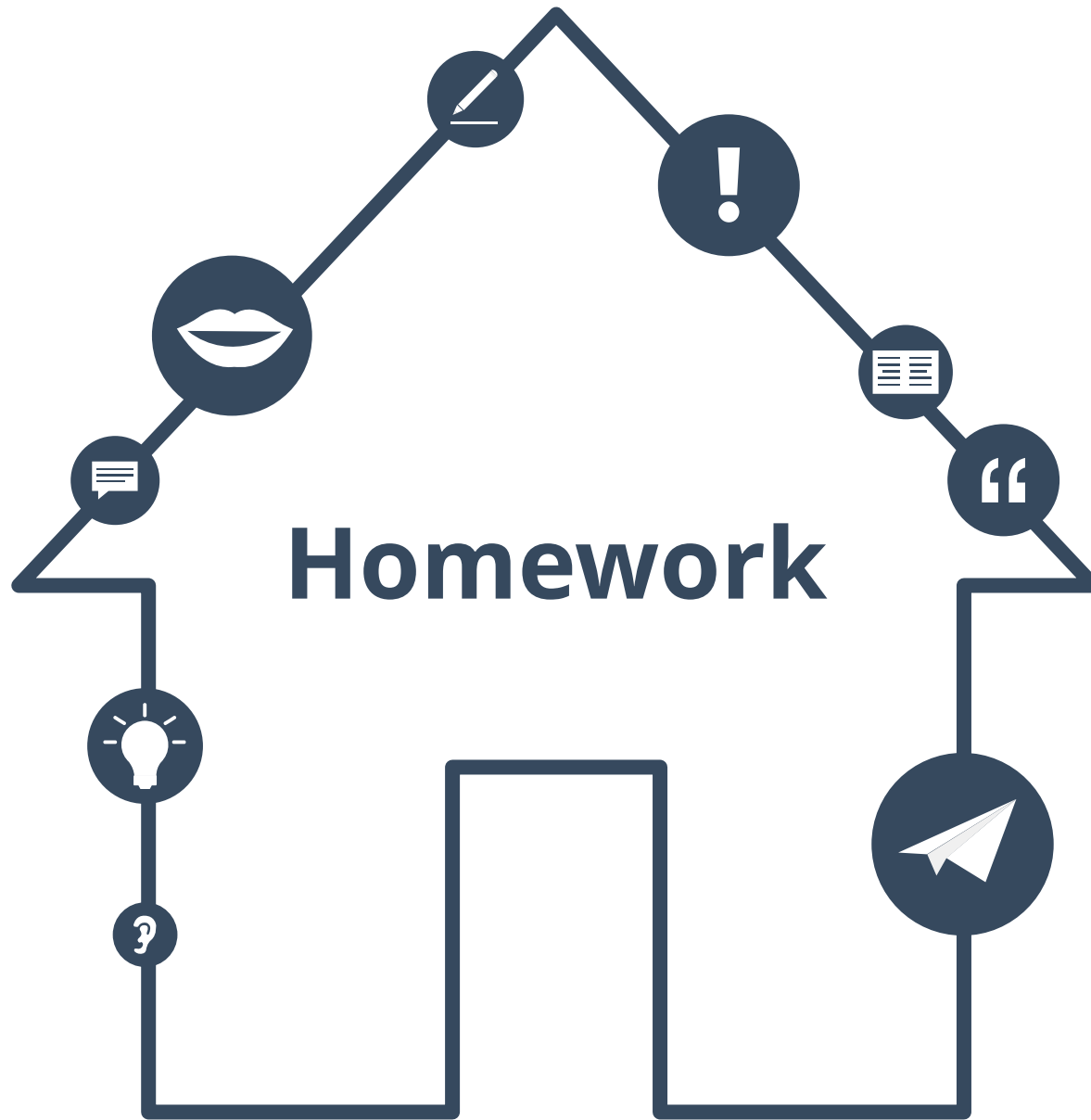
Beginning: Dear, Hi, I am writing to
End: Best regards, kind regards

Exercise p. 23

Dear, writing, speak, regards

Exercise p. 24

to, from, in, English, a, Best/kind





Email writing

Fill in the gaps in this email.

-

□

×

To: myboss@mail.com

Subject: New colleague

Dear Ms Davies,

I am writing to _____ my new colleague Moses. He _____ a secretary. He is from the _____ Kingdom. He _____ English.

Best _____,

Jane



Email writing

Write an email to your boss to introduce a new colleague. Use the example on p. 31 to help you.

	-	□	×
To: myboss@mail.com			
Subject: New colleague			
Dear...			



Homework answer key

Exercise p. 31

introduce, is, United, speaks/is, regards

