



Writing Emails

Tips:

- Keep in mind the purpose of the email. The style should agree with the purpose.
- Punctuation should be absolutely perfect.

Personal email:

Dear Kate,

I'm really looking forward to your visit next week. We can see a lot of interesting places and I can show you some restaurants to eat local food.

Which day do you think you will arrive?

See you,

Sara

Formal Email:

Steve,

We got an order this week from a client in Canada. I need price estimates on materials for the following quantities:

- 10,000 medium-sized balloons
- 300 hand pumps

Get back to me ASAP with these estimates.

Thanks,

Alan

Assignment:

Practice writing either a business or formal email. Review it carefully to ensure the tone and style fit your purpose, and also make sure your punctuation is perfect.