

Email Writing

Purpose??

Am I writing primarily to create a record or provide information, to request or to persuade?

Audience??

Who will read what I have written?

Tone and Style for both purpose and audience??

Is my tone and style appropriate to my **purpose** and my **intended audience**?

Components of Email

- Subject
- Salutation (Dear)
- Body (4-Paragraphs)
 - Purpose
 - Reason(s)
 - Details & Suggested Action/Request
 - Closing Paragraph
- Closing off

(Subject:) Suggestions for English Language Lab (Do not mention 'Subject:', First letter of each word is capital; max 7)

Dear Mr. Rizwan: (**Salutation-Last Name**)

I am writing this email to suggest different strategies that can be adapted in English lab sessions for better learning of language and communication skills. (**Purpose**)

English lab sessions have been very helpful from the beginning of semester. All the new things and concepts that we learn in the course become easy, because in lab sessions we get an opportunity to implement them practically. However, all the students do not belong to a common background, therefore it gets difficult for some students to adapt to such high level English course very quickly. (**Reasons**)

Therefore, it is suggested to give more time so that students can understand the concept more thoroughly, and hence be able to meet the difficulty criteria. It is also proposed to provide guidelines for preparing PowerPoint slides for formal presentations. (**Action/request**)

Thank you for your time, I hope you will find these suggestions worth adopting. (**Closing**)

Regards

Name

Roll # Section

Contact: 0000-00000000 (**Imaginary Contact Number**)

FORMAT	Specific Subject Salutation (introduction, body and conclusion) Closing	0 – 3
CONTENT QUALITY	Introduction Purpose statement Main Body Reasons Factual details/ specific info. Call for action (Suggested Action) Conclusion Closing	1 – 2
		1 – 2
		1 – 2
LANGUAGE	Tone Formal Grammar/Sentence structure Spellings/Vocabulary Punctuation Spacing	1-6
Total		15

Important Points while Writing Email

- Font Style: San Serif
- Text Size: Normal
- You will **NOT** mention “Subject:”
- Subject is always Phrasal (**not a sentence**) + Maximum 7 words + First letter of each word should be capital except of articles, conjunctions and prepositions
- Paragraphs and everything should be Left Indented
- Line Spacing is Important
- Dear All: / Dear Ms. Khalid: / Dear Sir: / Dear Ma’am: Capitalize the first letter of each word + Use last name (if you know the name) + Colons ‘:’ at the end
- Following the format carries marks, full stops, commas, colon, capitalization, line spacing, everything has marks.
- DO NOT Use word ‘**Want**’