

**TASK FOR ONLINE CLASS (30 Dec 2020)**

Watch the YouTube video entitled **Emails in English - How to Write an Email in English - Business English Writing.**

While watching the video, complete the following table:

EMAIL COMPONENT /	Email type: NEUTRAL/INFORMAL	Email Type: FORMAL
<b>GREETINGS</b>	Hello + name ...  Hi + name ...	i) _____ ( <b>Zahir</b> )  ii) _____ ( <b>Zahir</b> )
<b>OPENING STATEMENT</b>	Phrases used:  i) Do you know...  ii) _____ ( <b>Lily</b> )	Phrases used:  i) I'm writing regarding...  ii) _____ ( <b>Hana</b> )  iii) _____ ( <b>Shuhadah</b> )  iv) I'm concern about...  v) _____ ( <b>Thattshini</b> )
<b>ADDING DETAILS DETAILS</b>	When providing details. Keep it _____ ( <b>Kamalia</b> ) that is between _____ ( <b>Akibul</b> ) sentences.	

	<p>Put these sentences _____ (<i>Anderson</i>)</p> <p>Phrases use to signal change of topic:</p> <p>i) _____ (<i>Nurul Allia</i>)</p> <p>ii) _____ (<i>Judith</i>)</p> <p>iii) _____ (<i>Azamudin</i>)</p>	
<b>CALL FOR ACTION</b>	-	<p>For urgent matters:</p> <p>i) Please..... by tomorrow at the latest</p> <p>ii) _____ (<i>Anderson</i>)</p> <p>For not so urgent matter:</p> <p>i) Could you please ...</p> <p>ii) _____ (<i>Elvinus</i>)</p>
<b>SIGN OFF</b>	<p>Phrases you can use:</p> <p>i) _____ (<i>Husna</i>)</p> <p>ii) _____ (<i>Hasanatul</i>)</p>	<p>Phrases you can use:</p> <p>i) _____ (<i>Liche</i>)</p> <p>ii) _____ (<i>Belal</i>)</p>