

WRITING EMAILS

PART 1

COMPLETE THE SENTENCES WITH WORDS FROM THE WORD BANK:

1. Please find the document attached.
2. All the wishes ./ best wishes.
3. Please reply at your earliest note.
4. Dear Sir or Madam.
5. I look forward to hearing from you soon.
6. Please forward this information to your boss.
7. I look forward to hearing from you soon.
8. We regret to inform you that...
9. Lots of love.
10. This is just a quick convenience to say.
11. Please let me know if you have any questions.
12. With reference to your email.
13. Best regards ./ Give my regards to John.
14. See you soon!
15. Sorry it took me so long to get back to you.
16. Thanks again.
17. To whom it may concern.
18. Thank you for writing back so quickly.

WORD BANK

Sorry / reference / inform / Please / To / attached / love / wishes / note / Thanks / See / best / writing / regards / hearing / Dear / forward / reference / convenience / forward / regards

PART 2

DECIDE IF THE SENTENCE IS FORMAL OR INFORMAL. WRITE AN ALTERNATIVE SENTENCE

	Typical email language	Formal	Informal
1	<i>With reference to your letter of 5th July</i>	✓	
	<i>Thanks for your letter last week.</i>		✓
2	How are you doing ?	✓	
	How are y'all doing?		✓
3	Sorry to be late to get back to you.		✓
	Sorry it took me so long to get back to you.	✓	
4	Please reply at your earliest note.	✓	
	Write soon!		✓
5	I regret to inform you that I'll be abroad at that time.	✓	
	Sorry but I'll be abroad at that time.		✓
6	I would like to introduce myself. My name is Susan Sarland.	✓	
	Hi, I'm Susan Sarland.		✓
7	I hope we have the chance to meet again soon.	✓	
	I hope to see you soon.		✓
8	How about meeting on Monday?		✓
	Could we arrange a meeting on monday?	✓	
9	Send my love to John.	✓	
	Lots of love for John.		✓

PART 3

You are planning to write an email to the director of your university about a new activity or programme that you would like to see implemented there.

1. INDIVIDUAL WORK: Write an email (on the space below) to a friend student telling him/her your idea.
2. INDIVIDUAL WORK: Exchange papers with your partner, read his/her email.
3. INDIVIDUAL WORK: Write an answer to your friend and give suggestions for improving the idea. Include any reservations or doubts that you may have concerning their proposition.
4. PAIR WORK: Exchange your paper again and now together write a formal email to the university director. Detail the two propositions for a new programme or activity (your idea and your partner's idea) and try to convince him/ her of the advantages that it will bring to the students as well as the university.

Email 1:

To: jordan@iut.fr
Cc:
From: tom@iut.fr
Subject: Idea for next classes
Body: Dear Jordan, I hope that you are feeling well. I'm coming to you because I have a brilliant idea! What do you think about doing all our classes, like usual, but at home. No need to get out of bed and you can eat whatever you want for the lunch. For more, you don't need to get the bus. Please, let me know if you have any questions about this idea. Best regards, SARTORI Tom

Email 2:

To: jordan@iut.fr
Cc:
From: tom@iut.fr
Subject: Re: I have a really good idea
Body: Hi, That's surprising, because I had the same idea some times ago. I'm totally agree with you, 1h30 is a way too much. I think that one hour or 45 minutes are enough for the lunch. Moreover, some people don't go at the cafeteria, so they are just losing time for the lunch. I'd prefer to finish earlier for having time to do my homework! See you soon, SARTORI Tom

Email 3:

To: director@iut.fr

Cc: jordan@iut.fr

From: tom@iut.fr

Subject: Idea suggestion

Body:

Dear Sir or Madam,

We regret to inform you that, but students are not happy in your university. My friend and me discussed about two ideas that we will show you.

Firstly, we would like to do our classes at home. In this way, we would be less often late on class and more happy. Moreover, we wouldn't take the bus and that's good for the environment.

Secondly, we also thought about decrease the lunch time. Indeed, we actually have 1h30 for each lunchtime but we need only a half hour to eat. At least, even if we go to the cafeteria which is in Triolet, we take one hour. Therefore, we think that if you also accept the distance courses, we can easily decrease the time of meals and pass it from 1h30 to 45 minutes.

Looking forward to hearing from you.

Yours sincerely

SARTORI Tom
PAYS Jordan