

Teaching writing plays a crucial role in improving learners' language competence and mastery. As Walter Grauberg states (1997:213), writing "consolidates and reinforces language learnt orally". Besides, writing—the core of "correspondence of all kinds"—offers learners "a means of individual and sometimes quite personal expression, which can be changed, revised, refined and kept as a record" (213). My learners are full scholarship learners who would like to pursue a career or apply for a graduate degree overseas. Therefore, they will definitely need to write a formal email while applying for a job/course abroad. Acknowledging the importance of writing in language teaching, this paper focuses on teaching writing a formal email.