

Writing Emails



The basic parts of an email are:

Greeting—Always start an email with a greeting. Greetings depend on the level of formality:

- Dear Susan Martinez, (most formal)
- Dear Ms. Martinez, (formal)
- Dear Susan, (formal/informal)
- Hi Susan, (informal)
- Hey Susan, (most informal)

After you write your initial greeting it is nice to write something short related to time/weather/etc., such as “I hope that you had a nice weekend.” or “I hope that you are staying cool this summer.”

Body—In the body of the email try to be very simple. Emails shouldn't be too long! If you have a lot to say consider making a phone call or talking to someone face to face.

Closing—Your email closing also depends on the level of formality:

- Thank you for your time, (most formal)
- Warm Regards, (formal)
- Thank you, (formal/informal)

- Catch you later, (informal)
- No closing! (most informal)

Sometimes when sending an email to a good friend no closing is used.

Let`s Practice—

Write a short email below based on the email situation card your teacher gives you.

- 1) Last night you went to dinner with your good friend. You had a really nice time, and you are sending an email to say thank you.

- 2) This is a work email. You need to cancel tomorrow's meeting with a client and reschedule it for Friday. The client's name is Thomas Jones.

- 3) This is an informal email. Your friend recommended a movie to you, but you can't remember the name of the movie.

- 4) This is a work email. Your boss emailed you a report, but he forgot to attach the report. Email him and ask him to attach the report.

- 5) This is an email to your friend who lives in Florida. There was a hurricane that just hit Florida, and you want to make sure she is OK.

- 6) This is a work email. You will make a PowerPoint presentation next week, and you want your coworker to check your presentation.