

How to write a good email?

To make sure your English emails are perfectly professional, follow these five steps:

1. Starting with a greeting
2. Thank the recipient
3. State your purpose
4. Add your closing comments
5. End with a closing

(Informal settings to start your email)

- a. Hi [Name],
- b. Hi there,
- c. Hi everyone,

(Formal settings to start your email)

- a. Dear [Name], ...
- b. Hello, or Hello [Name], ...
- c. Dear Sir or Madam,

The differences between formal and informal email:

Formal emails require Formal English writing. This means including complete sentences, conjunctions, and transition words; informal writing has fragments and comma splices., rarely does informal messaging contain conjunctions or transition words.

How to sign-offs your email?

Formal

Best regards

Sincerely

Regards

informal

bye

all the best

best wishes

Informal email

- 1- Start with Hi (and the person's name). ***Hi Ahmed,***
- 2- Don't forget to use only the first name of the person you are writing to.
- 3- The important thing is to be consistent with the style that you choose to use (so if you use a comma after the person's name at the start of you email, use a comma after the closing statement at the end).

Useful phrases for starting

- How are you? How have the family been? I hope that you are doing well.
- I'm sorry I haven't written or haven't been in touch for such a long time.
- Thanks for your quick response.
- Thank you
- Many thanks for your (recent or last) email.
- It was good or nice or great to hear from you again.
- I was so surprised to hear that...

Example:

Hello,

I would like to get to know someone from your country and a friend has told me that you would like to practise your English. Perhaps we could email each other.

Could you tell me a bit about yourself and your family? Could you suggest how we might meet sometime in the future?

Thanks,

John

Example:

I hear you organised a surprise retirement party for your dad. I'd love to hear about it. What kind of party did you organise? Who did you invite? How did it go? Do tell me.

Love,

Ali

Different types of starting

Apologies

- I'm writing to apologise for (something, e.g missing a date) but I'm afraid I was (you should give reasons)
- I'm really sorry that I -----(reason)

Invitations

- I'm or we're have a plan for small party on Monday 25th and I or we hope you'll be able to come.
- I am wondering if you'd like to go to cinema this weekend with us.
- Could you let me know if you'd like to join us?
- Thank you very much for your invitation. I'd love to come.

Requests

- I'm writing to ask you a favour.

- I am wondering if you could help me.

Thank you or Congratulations

- Thank you for your -----
- Congratulation