

Writing an Email

Informal vs. Formal

I. Informal

- Addressed to your friends, family, acquaintance where curacy and grammar (spelling and punctuation) are not crucial, but, conveying the message is the purpose.
- You can design your own email according to your own rules and principles.

Example:

Hi Asma,

XOXOXOXO

Hopefully you are doing great!

I miss **youuuu sweet heart!** Can't wait to see you on Sunday!! We haven't hung out in so long!

Am logging for you everywhere my little **BFF!** We have so much to **chit-chat** about.....can wait to tell you all the news!

Get ready for a nigh full of **Namima Lol**

Love ya,

II. Formal

- Addressed to someone you don't know such as a professor, colleague, headmaster.....
- Must be very professional and academic where Accurate grammar, punctuation, and spelling is a necessity

Example

Dear Professor Hamdini,

I am writing to inform you that I was unable to attend English class today due to a doctor's appointment.

It was very hard for me to book the appointment because of his busy schedule.

Could please let me know what I missed and what homework I need to do next session

Incha Aallah ?

Thank you,

Sincerely Yours

Asma Loudi

- The salutation of a formal email is similar to the salutation of a letter. When writing to someone you do not know by name, you put “*To Whom it May Concern.*” When applying for a job, you would address the person by, “*Dear Hiring Manager.*” If you do know the recipient’s name, you put “*Dear Mr./Ms. Smith.*” For a formal salutation, you should not use the recipient’s first name or the informal greetings “*Hello*” or “*Hey.*”
- For informal emails you may use Opening Salutation like Hi, Hey, Peek-aboo, dear along with the receiver’s first name. Additionally, you may use greeting sentences such as I hope you are doing great

Body Paragraphs:

- You must note that an email needs to be concise and clear. The first sentence, known as the opening sentence should state the reason of writing your email usually by introducing the aim as “I am writing to...”
- The body should answer the questions raised, explain a problem, request a favour...etc
- Closing sentences: the sender waits a response back from the recipient by stating; “Looking forward to hear from you soon” Thank you for your time and I look forward to hearing back from you”, “Please feel free to call or email me if you have any questions.” In formal letters whereas “See you soon “for informal letters

Closing Salutations

- Like the salutation, the closing of a formal email can be the same as the closing to a letter.

Thank you, Best regards, Sincerely Yours

- The closing is then followed by your **full name**. It is also beneficial to add your job position (if applicable) and phone number under your name in the 4th paragraph.

Example:

Sincerely,
Asma Smith
Student
Higher national School of Journalism and information sciences
(213) 667 78 98 00

DONT

- ✓ Do NOT use contractions For example: don’t, haven’t, I’m, isn’t
- ✓ Do NOT write in all capital letters.

- ✓ Use formal vocabulary and sentence structure. Do NOT use slang, idioms, ambiguous language
- ✓ Proofread the email at least twice and get a second opinion if possible.

Activity 1

State whether the sentence would be classified as either formal or informal. If informal, change it To formal.

1.) I am pleased to inform you that you have won our grand prize.

2.) I hope all is well with your new career choice.

3.) I shouldn't have gone and missed with it!!

4.) I can't help you with that cuz it's too hard.

5.) Hi, how are you?

Activity 2

Find and correct the errors in the following emails:

1.)
Hello Professor Smith,
I'm sorry to tell you but im sick and w
ill not be able to come to class. See ya Wednesday.
Jason

Dear Sally Blue,
I read online that you're selling business cards. I was wondering how much if i only wanted 500?
Is color and a logo extra? Can I see an example before all are shipped or will that cost extra?
You seem to have a great business so I hope you can help.
Thanks,
Jess Higgins

References:

<https://www.menlo.edu/wp-content/uploads/2015/03/writing-a-formal-email.pdf>