

Organising your writing



Make your emails clear and easy to understand by properly organising them.

Writer purpose

When you write an email, you need to make clear why you are writing. You can do this by using the phrase 'I am writing to (+ verb)' at the start of your email. Here are some examples:

	<p>ask for further details about ...</p> <p>inform you that my new address is ...</p> <p>complain about your customer service.</p> <p>say thank you very much for all your hard work.</p> <p>apply for the job as Teacher of Maths at your school.</p>
--	--

Paragraphs

- Emails are easier to read if the writer uses paragraphs.
- A paragraph in an email is often two or three sentences long.
- Each paragraph starts on a new line.
- When you start writing about a new topic, you can start a new paragraph.

Look at this example email to a friend. Label the paragraphs. 

Request

Reason for writing

'look forward to' and ending

Other news

Greeting

Paragraph 1 _____	Hello Dmitri, How is life? I haven't seen you for a long time. How are your children?
Paragraph 2 _____	I'm writing with some good news – my wife is having a baby next month. We think it's going to be a girl, and we're very excited. But I also wanted to ask you something!
Paragraph 3 _____	You told me you have lots of baby clothes. Do you think I could borrow some for my baby? I've looked in the shops, and new baby clothes are so expensive ... Could you let me know if this is OK?
Paragraph 4 _____	By the way, I've also started a new job. It's going really well!
Paragraph 5 _____	Anyway, I look forward to hearing from you soon. Give my best wishes to your wife and family. Regards, George

Click on this link and do Tasks 1 to 4



www.britishcouncil.org