

## @@@ WRITING EMAILS @@@

**A. Read the job application email. Then, match each part of the email to its correct title using the letters on the left side of the email.**

To: normanbooth@travelwellhotel.org
From: apeterson@gmail.com
<b>a.</b> Subject: Receptionist Position
<b>b.</b> Dear Mr. Booth,
<b>c.</b> I am looking for employment and would like to apply for the position of receptionist at your hotel which was advertised on the Getajob website.
<b>d.</b> I am a 22-year-old hospitality graduate with a degree in hotel management. I have experience working in hotels, both in the UK and abroad, in a variety of different roles. I am fluent in French and German and speak conversational Spanish too.
I believe I would be a suitable candidate for the job as I enjoy working with people. I have excellent communication skills and work well in a busy environment.
<b>e.</b> I look forward to hearing from you.
<b>f.</b> Yours faithfully, Alice Peterson

- |                                     |       |                            |       |
|-------------------------------------|-------|----------------------------|-------|
| 1. closing salutation and signature | ..... | 4. introductory paragraph  | ..... |
| 2. greeting / salutation            | ..... | 5. main content paragraphs | ..... |
| 3. closing statement                | ..... | 6. subject                 | ..... |

**B. Read the sentences about formal email etiquette and circle the correct words.**

1. You *should* / *shouldn't* write in a formal style when writing a letter of application.
2. You *should* / *shouldn't* always say what the email is about in the subject box.
3. You *should* / *shouldn't* write a full sentence in the subject box.
4. You *should* / *shouldn't* address a potential employer by their first name.
5. You *should* / *shouldn't* leave a space between paragraphs.
6. You *should* / *shouldn't* use full words instead of contractions.
7. You *should* / *shouldn't* use abbreviations.
8. You *should* / *shouldn't* write whole words in capital letters.
9. You *should* / *shouldn't* use exclamation marks.
10. You *should* / *shouldn't* always sign the email with your full name.

C. Look at the 4 greetings and 5 closing statements and put them in a column from the most formal to the most informal:

Dear Sir

Hi David

Yours sincerely

Cheers

Dear Mr. Percy

Best wishes/regards

Dear David

Yours faithfully

All the best

**FORMAL**

GREETING	CLOSING STATEMENT

**INFORMAL**

Which of them will you use in a job application email?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_