

English for Emails: Starting and finishing emails



Task 1

Hairuddin Omar, a maths teacher, has written four emails this morning.

Read the descriptions of the emails and then match them to the opening lines of the emails.

- A. Hairuddin emailed a man called Norozan Bakar, the father of a pupil at the school. He wanted to know why Mr Bakar's son was absent from school.
- B. Hairuddin emailed all the maths teachers at his school about some training.
- C. Hairuddin wrote to his friend about their plans to play football at the weekend.
- D. Hairuddin sent an email asking for more information about a conference. He did not know the name of the person who will read his email.

- 1. Morning everyone, Just thought you might be interested to know that...
- 2. Hi there Rahim, Hope you're well. Might be a bit late on Saturday...
- 3. Dear Sir or Madam, Could you please send me...
- 4. Dear Mr Bakar, I am writing to you because I am worried that...

Task 2 Indicate which endings are appropriate or not.

- 1. Which phrases are an appropriate way to end a formal email? (Three are not.)
 - a) Yours truly,
 - b) With best regards,
 - c) For your information,
 - d) Yours sincerely,
 - e) For Attention Of:
 - f) Best wishes,
 - g) To Whom It May Concern:
 - h) Yours faithfully,
 - i) With many thanks and best wishes,

- 2. Which phrases are an appropriate way to end an informal email? (Three are not.)
 - a) Regards,
 - b) Cheers,
 - c) Hi again,
 - d) Rgds,
 - e) Bye for now,
 - f) CC
 - g) With best wishes,
 - h) See you soon,
 - i) How are you?



Task 3 Complete the emails with the sentences.

I look forward to meeting you / I look forward to receiving your application / We look forward to working with you / I look forward to hearing from you soon

1. Dear Mr Cruz,

Please find enclosed an application form for the post of Teacher of History. _____ for this job. The deadline is March 24.

Yours sincerely,

J Ko, School Administrator

2. Hello Hiroshi, I can phone you on Thursday at 10:30 am. Can you let me know if that is

convenient, please? _____.

Regards, Jack

3. Dear Mrs Kapusta, I am writing to confirm our appointment in my office on Tuesday January 28. Please report to Reception when you arrive, and they will direct you to my office. I hope you have a safe journey here, and _____ on Tuesday.

With best wishes, Tony Donizetti

4. Dear Jackie,

Congratulations on getting the job. My team in the International Office and I would like to welcome you to Bakewell University. I am sure you will enjoy your new role.

_____.

Best wishes,

Ewa

Ewa Jones – Director, International Office – Bakewell University

Task 4 Put the phrases in the right order to make sentences.

1. I / forward / meeting / you. / to / look

2. hearing / to / forward / look / you. / from / We

3. to / speaking to / soon. / forward / you / I / look

4. on / forward / to / seeing / We / look / Saturday. / you

5. look / possible. / your / to / receiving / as soon as / reply / forward / I

