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?



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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

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