

Written to a professor, colleague, boss, ... , ... etc.

Must always be professional and language must be ...

SALUTATION	Dear Professor Johnson, Dear Sir / Madam, Dear Mr. Bond, Dear Ms. Myers,
INTRODUCTION	I am sorry to tell you I am sick and will not be able to attend class. I am writing to complain about the article you published in your newspaper last September 9. I am writing to get more information about...
BODY	I am a graduate from Penn State University and I would like to ..
CLOSING	Thank you for your time. I would appreciate a prompt answer. I look forward to your reply. Best regards Yours sincerely, Yours faithfully,
SIGNATURE	Full name

Extra tips.

- Use formal language. Contractions are unacceptable.
- Use connectors:
 - Moreover,...
 - Apart from the aforementioned,...
 - Because of that,...
 - As a result,...
 - Unfortunately,...
 - Nevertheless,...
- Use compound, long sentences.

Answer these questions.

When the email starts with 'Dear Ms Fields', the closing will be:

When the email starts with 'Dear Sir or Madam', the closing will be:

Replace 'about' in the following sentence:

'I am writing about your article'

= 'I am writing _____ your article

Answer these questions using Yes or No

Can we use contractions in formal writings?

Is 'thank you' appropriate in a formal writing?

Do we write formal emails to teachers?

Can you use your real name in an exam?

Is it appropriate to use a lot of phrasal verbs?

Complete these formal expressions:

Apart from the _____,

As a _____,