WEEK 3 PARTIAL 2

DESTREZA:	Use a variety of oral and print forms for writing to others, applying the conventions of social writing. (Example: notes, invitations, and comments.) EFL 5.4.9.	
OBJETIVO DE APRENDIZAJE PARA LA SEMANA: At the end of this lesson students will be able to show comprehension about "Writng an e-mail".		
TEMA:	WRITING AN E-MAIL	
DESARROLLO DE LA ACTIVIDADES:		FECHA

A. Look at the grammar chart and analyze the information.

WRITING AN E-MAIL

Email is one of the most popular ways to communicate in the 21st century.

ELEMENTS OF AN E-MAIL

Viernes 03 diciembre 2021

1. Subject Line

What is the email about? A good subject line summarizes the email and makes it sound important enough for the reader to open. Subject lines like "Hello" or "Meeting" are vague and make it difficult to know what the email will be about.

2. Sender

The email address of the person who sent the message appears here. Most email services display the person's name before their email address to make it easier to identify them. When you press "reply," your email will only go to this person.

3. Recipient

Carbon Copy (CC) – people who receive the email for their own information, but who are not expected to reply. When you press "reply all," all of these addresses receive your response.

4. Salutation

After the subject line, your email salutation, or greeting, is the next part that the recipient will see.

5. Email Body

The email body contains the message of the email. Effective emails keep their email bodies short and add more extensive information to the attachments. For formal emails, such as messages to an employer or emails to your teacher

6. Closing

If an email message is an electronic letter, it's polite to end it with a closing. The closing you choose should match the tone of the rest of the email. Formal closings include "Sincerely" and "Thank you," while more friendly messages can use "Talk to you soon!" or "See you later!"

7. Signature

Friendly letters might sign off with the sender's name. But many business email accounts have signature sections that include the sender's position, company and even company logo.

8. Attachments

An email might include an attachment that provides more information. The attachment could be a document for review, a picture to share or any other file type.

B. Look at the example and common phrases for formal and informal email.

PARTS OF AN EMAIL

Subject Line	(1)	Notes from yesterday's meeting
Sender	(2)	Javier Martinez <jmartinez@silverstargraphics.com>
Recipient	(3)	To Me
Carbon Copy		Cc Terry Graham <tgraham@silverstargraphics.com>
Salutation	(4)	Good morning Anna!
Email Body	(5)	Thanks for the clear and helpful presentation yesterday on the new procedures. You answered all my questions and I feel much more confident about the project going forward. Attached are my notes on the presentation if you'd like to pass them along to members of the team who weren't able to attend the meeting.
Closing	(6)	Thanks again! Javier
Signature	(7)	Javier Martinez Graphic Design Associate ★ Silver Star Graphics

Send   graphics-presentation.pdf (30K)

(8) Attachment

COMMON PHRASES FOR FORMAL AND INFORMAL EMAIL

	FORMAL	INFORMAL
Name	Dear Mr/Mrs/Ms Dupuis Dear Mary	Hi/Hello Mary Mary,....(or no name at all)
Previous contact	Thank you for your e-mail of... Further to your last e-mail,... I apologise for not getting in contact with you before now.	Thanks for your e-mail. Re your e-mail. Sorry, I haven't written for ages, but I've been really busy.
Reason for writing	I am writing in connection with... I am writing with regard to... In reply to your e-mail, here are... Your name was given to me by... We would like to point out that...	Just a short note about... I'm writing about... Here's the...you wanted. I got your name from... Please note that...
Giving information	I'm writing to let you know that... We are able to confirm that... I am delighted to tell you that... We regret to inform you that...	Just a note to say... We can confirm that... Good news! Unfortunately,....
Attachments	Please find attached my report. I'm sending you ... as a pdf file.	I've attached... Here is the...you wanted.
Asking for information	Could you give me some information about... I would like to know... I'm interested in receiving/finding out...	Can you tell me a little more about... I'd like to know... Please send me...

C. Choose the correct answer.

1.- Sender is…..

a) What is the email about?   b) The body of the email   c) Who sent the email   d) Salutation

2.- Who recives the email?

a) Who cares   b) your friend   c) recipient   d) postman

3.- An email might include an attachment that provides…….

a) more inspiration   b) more time   c) more documents   d) more information

4.- "Hi, hello," are phrases for formal email .

a) True   b) False   c) Who cares

5.- many business email accounts have signature sections that include…………

a) the sender's position, company and even company logo.   b) the sender's position, company.

c) the sender's position, company and name.   d) the sender's position, company and gift..

HOMEWORK #3

ARE YOU ORGANIZED?

A. Read the following blog written by Lily who invites people to share some tips to teach each other better study skills then answer the question True (T) or False (F).

Posted 2 hours ago by Lily: I have always admired students who hand their homework in on time and never forget to do it. Me, on the other hand... OK, I admit it. I am terrible at getting myself organized! But lately I have started keeping a small study diary. I write down everything I need to do and when it needs to be done by. Then, I write a reminder a few days before the date just in case. It is helping. So I was wondering, what are your tips for getting organized? Post a comment below. I hope we can all share some tips to teach each other better study skills.

Alicia

Good question, Lily. I always spend about five minutes at the end of the day cleaning up the desktop on my computer. I make a backup of important documents. I eliminate things I don't need any more and have everything in the correct folder.

George

Lily, the most important thing is to start studying a few weeks before the exams and not leave it until the night before! That's just common sense, I think.

Lily

Alicia and George, thanks for your advice! Making backups sounds like a very interesting and useful idea. Not leaving things for the last minute is certainly the hardest part! I promise I will try my best!

1. Lily is very good at handing in her homework on time._____

2. Lily writes down the date she has to hand in her homework._____

3. Alicia cleans her computer desktop twice a day. _____

4. Lily thinks Alicia's tip is good. _____

5. George thinks the date you start studying is important. _____

6. Lily thinks it is easy to do things early. _____

B. Read its various parts carefully, and then drag them onto their right places.

Anyway, I must go now, I've got some homework to do.

khalifa18@gmail.com

Actually, I'm writing because last night I downloaded a new computer game called War Chess but couldn't install it. I wonder if you could come this evening and install it for me.

Help with a New Computer Game

See you soon,
Hmood

hmood@edu.moe.om

Dear Khalifa,

How are you? I hope you're enjoying your time.

13/1/2021

Well, I've got a few spare minutes, so I thought I would send you an email.

From:	
To:	
Date:	
Subject:	