

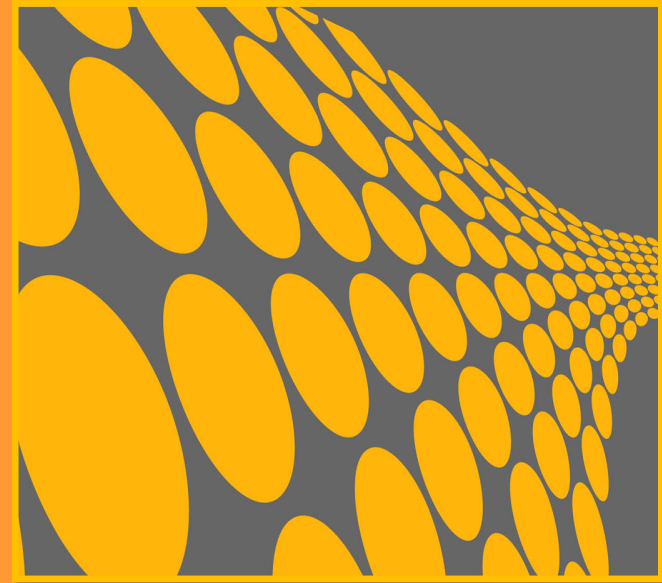
HHX - EMAIL WRITING.

HOW TO WRITE AN EMAIL IN 5 STEPS.

Slotshaven Gymnasium – 2018/2019 – iwi

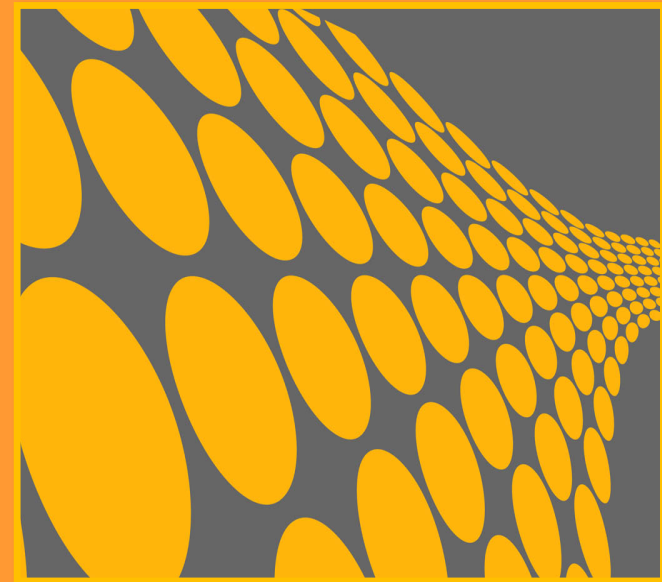
5 STEPS.

- Follow these 5 important steps to make sure you write an email professionally.
- 1. Begin with the correct greeting.
(Salutation).
- 2. Thank/Acknowledge the recipient.
- 3. State clearly and precisely your purpose.
(Genre-specific expressions).
- 4. Add you closing remarks.
(I look forward to hearing from you.)
- 5. End with an appropriate ending.
(Valediction).



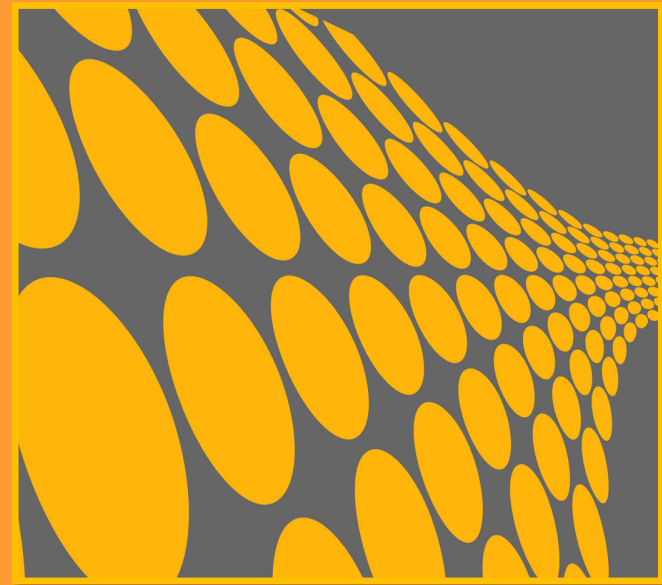
SALUTATIONS.

- In order of preference here is how you ought to start your email.
- Dear [First Name Last Name],
- Dear Mr./Mrs./Miss./Ms.* [Last Name],
*(*Used mainly today and seen as the most correct form to use for a woman unless otherwise stated).*
- Dear [First Name], or Hello, [First Name],
(Informal only. If you have worked together before or you know the environment is casual).
- Dear [Name of group or department],
- Dear [Job First Name Last Name],
- To Whom It May Concern,
(To Whom It May Concern implies that the information discussed in the email can go to any relevant party within the organization).
- Dear Sirs,
(Used with an organization).
- Dear Sir or Madam,
(This may offend your recipient if you are unsure of their gender).



EXPRESSIONS.

- Making a request:
 - 1) *Could you...?/Would you...?*
 - 2) *I would appreciate it if you...*
 - 3) *I was wondering if you...*
 - 4) *I would be pleased if you...*
- Dealing with a request:
 - 1) *Thank you for your (email) request for...*
 - 2) *Kindly find attached the relevant...*
 - 3) *Please find enclosed the information...*
 - 4) *In reply to your request for...*



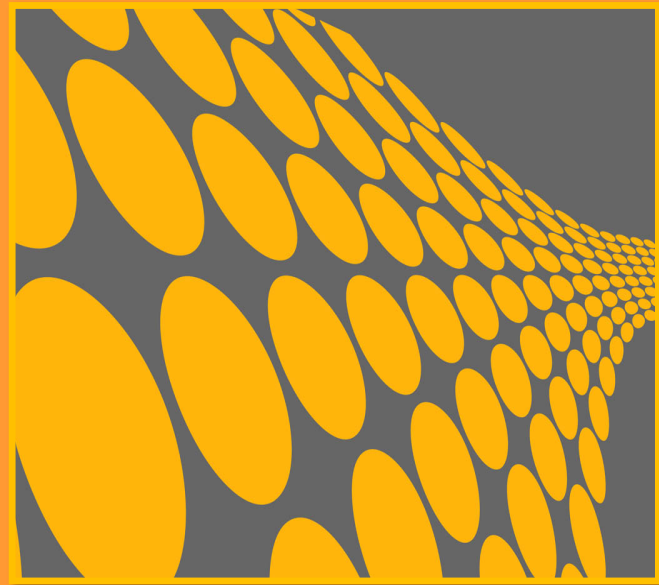
EXPRESSIONS.

- To make an appointment:

1) Do you think that it would be possible for you to...?

2) I would appreciate it, if you...

3) I was wondering if you...



VALEDICTIONS.

- The *valediction* is a phrase you use to sign-off your e-mail, usually followed by your name. Study the examples below:
- Dear [First Name Last Name],
Yours sincerely,
- Dear Mr./Mrs./Miss./Ms.* [Last Name],
Yours sincerely,
- Dear [First Name], or Hello, [First Name],
Kind regards,
- Dear [Name of group or department],
Yours faithfully,
- Dear [Job Title],
Yours faithfully,
- To Whom It May Concern,
- Dear Sirs,
Yours faithfully,
- Dear Sir or Madam,
Yours faithfully,

