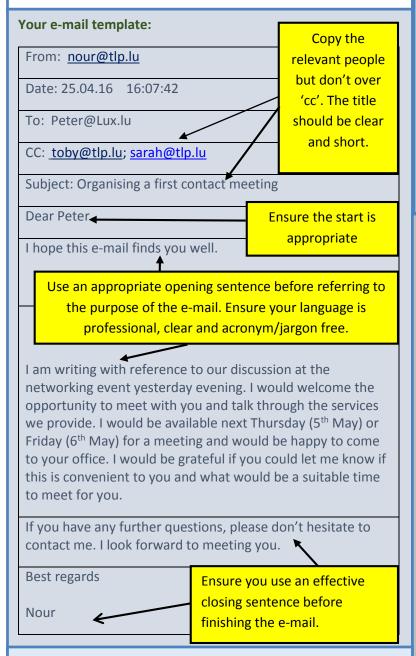


English Language Newsletter

April 2016 Extra Edition

All about e-mails



The Language Partnership Workshop **'Delivering presentations in English'**

When: Wednesday 18th May 2016, from 6.30 pm until 8.30 pm.

Benefits for you:

- √ Improve your professional use of English.
- ✓ Develop your confidence, fluency and vocabulary in key aspects of your job.
- ✓ Enhance your language and skills in preparing for a new job.
- Practice and develop new approaches in a supportive environment.
- Network with likeminded professionals.



The Language Partnership Workshop

Wednesday 20th April 2016

'Writing effective e-mails at work'

How to start an e-mail:

- Dear Mr/Ms (full name or last name only formal and acceptable in Europe)
- Dear Nour (Formal and acceptable in the UK)
- Dear All, (formal, semi-formal group e-mail)
- Dear Sir/Madam or 'To whom it may concern' (you don't know the person and formal)
- Hi Nour (semi-formal good colleagues)

Introductions:

- I hope this mail finds you well. /I hope things are well with you.
- With reference to/with regards to...
- Following our recent phone call/meeting....
- Thank you for your last e-mail....

Starting the main topic:

 I would like to (draw your attention to, remind you that, highlight, explore the possibility of, discuss, apply for, request, etc.....). I would welcome the opportunity to....

Closing sentences:

 I look forward to (hearing from you, our next meeting, working together on this project, etc.....). Should you have any further questions/queries please don't hesitate to contact me.

How to finish an e-mail:

- Best regards/Kind regards (formal).
- Best/Regards (semi formal).
- All the best/Best wishes (semiformal/informal)

Abbreviations: Reminder: 1) i.e. I am going to explain what I mean in different words. 2) e.g. I am going to give an example.

3) NB. I am going to give special attention to this next point. 4) PS. I am adding some information at the end I forgot (never use!).