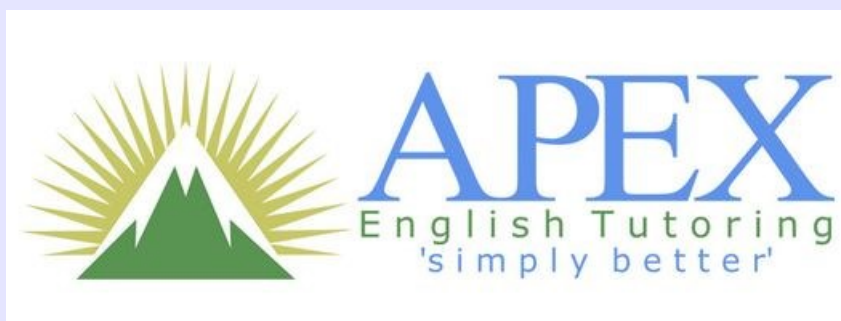




Writing Emails

In this mini-eBook, I'll teach you how to write:

- a Greeting
- a Farewell
- a Subject Line



Emailing: Writing a simple greeting

Think about it: you go into a shop and you need to ask someone where something is, or whether they sell something.

What do you say?

"Where's the (thing)."

or "Do you sell (something)?"

You'd say "Hi, I'm looking for (something)."

Or: "Good morning, I can't find the -----."

It's polite to say hello to the person.

And it's the same with emails.

In fact, emailing is exactly the same as writing a letter to someone.

I get lots of emails from students who don't bother with a greeting.

"It's OK" I tell myself, "They don't know the right way to write emails."

So, that's why I want to teach you about emailing.

Start with a greeting.

Use words like "Hi (name)" or "Hello (name)." or "Hey (name)."

It's that simple.

It doesn't take long to write - and it's polite.

But, depending on who you are emailing, you will want to use different forms of greeting.

If you are emailing a friend or a family member, then 'Hi' is fine.

If you are emailing your boss, or someone who deserves more respect, you might start with 'Dear (name)' - and the name might need a Mr or Ms.

Or even Sir/Madam.

So, the choice of greeting depends a lot on who you are emailing.

If you are emailing me, I don't mind you using "Hi Michael".

In the next lesson, I'll teach you about saying farewell in an email, both formally and informally.

Emailing: Writing Farewells

In the last lesson, I taught you how to write formal and informal greetings to the person you are emailing.

Today, it's farewells.

And it's the same for writing greetings: depending on who you are writing to, the farewell will be formal or informal.

The first category is for friends and family. Use informal phrases such as:

"See you", "Bye for now", "Cheers" (I use this one), "Later", "Catch you (later, tomorrow, next week etc)" - and your name.

The second category is for people you are not as friendly with, people in authority, or business emails. Use these more formal farewells:

"Yours faithfully", "Yours sincerely", or just "Sincerely" - and your name.

Take note of how different people end their emails to you.

You may discover new ways of saying farewell not mentioned here.

And use them.

But also note whether they are written by people from the first or the second categories to know which ones to use appropriately.

Emailing: the Subject Line

So far, you have learnt about greetings and farewells in writing emails.

Today, I want to point out the importance of 'the Subject line'.

It's often overlooked, perhaps thought of as unimportant.

But, when you are looking through your emails, trying to find a particular email on a certain subject and there is no Subject line completed, finding that email will take time.

To make it easier to find the email, add something in the Subject line.

Don't be vague: be specific.

Not "Thanks" but "Thanks for inviting me to your birthday party".

Or: "Job interview with West Bank" and subsequent emails will have that Subject line.

And that's all you have to do.

It takes a moment of thought and a few seconds to write a subject line.

You'll be so glad you did.

