

March 13

Unit 2 Writing emails part 2



Agenda

1. Introduction to writing emails
2. Grammar lesson
3. Key structures of emails
4. Breakout Room activities
5. Comprehension check

Types of Abbreviation

Initialism: Consisting of initial letters pronounced separately: **USA, CEO**

Acronyms: Formed from the initial letters of other words and pronounced as a word: **NASA**

Shortening: End/beginning of the full word has been cut off:

app[lication], **approx.** [imately],
ad[vertisement], [tele]**phone**

Email Abbreviations

FYI	For Your Information
GMTA	Great Minds Think Alike
ASAP	As Soon As Possible
BTW	By The Way
EOD	End Of Day
ATTN	Attention
N/A	Not Applicable
COB	Close Of Business
TBD	To Be Decided
RSVP	Please Respond
2MI	Too Much Information
AEAP	As Early As Possible
AYEC	At Your Earliest Convenience

CC vs BCC

To: This is for people that the email directly affects, and that you expect some form or action from e.g. a reply. Generally there should be only one address on the **to line**.

CC: (carbon copy) The **cc line** is normally used for people who need to be informed, but don't need to take any action.

BCC: The **bcc** (blind carbon copy) line is used people who need to be informed, don't need to take any action, and that you **don't want** other recipients to know about.

It is also used when sending to large mailing Lists as a **reply to all** doesn't get sent to any email addresses that were on the **bcc** line.

cc: Carbon copy is an easy way to send copies of an email to other people.

BCC: Blind carbon copy allows the sender of a message to conceal the other people entered in the Bcc field from the other recipients

Useful features

Reply to vs Reply to all

Forward

Attachment

Grammar

What time is it?

Do you know what time it is?

Did you do it?

I wonder if you did it.

Where is the gym?

Could you tell me where the gym is?

How much is it?

I have no idea how much it is.

Does he like vegetables?

Can you ask if he likes vegetables?

Don't you speak English?

Don't tell me you don't speak English.

Have you ever tried snake?

I wonder if you have ever tried snake.

Embedded questions are questions within another statement or question that follows a **sentence pattern** instead of a question pattern: **SVO.**

Effect

1. Polite

2. Give more information about the speaker
= lack of knowledge, desire for knowledge, curiosity

- Do you know...
- Could you tell me...
- I wonder...
- Who knows...
- Can you remember...
- I have no idea....

Grammar activity

Make the following sentence into embedded questions:

1. Did you get the Covid vaccine?
2. How do I send an email?
3. How should I call you?
4. What is wrong with my resume?
5. Where is the meeting?

If time allows, create your own!

SUBJECT

- **Specific, simple, and to the point.**
- **Short.** Ideally around six words.
- Most **important** and **informative words** in the **beginning** of the subject line.
- Use **markers** like *Fwd, Reply, Urgent, or Notice*

EXAMPLES:

What you could say

- *The internship report you asked for*
- *Meeting for the Rotary Club we started to recruit more members*
- *I am sick so I will not make it to class*

Better way to say it

- *Internship Report 3/3/2021*
- *Urgent: Rotary Club Recruitment Meeting*
- *Notice: Missing Class due to an Illness*

GREETINGS

- ❏ Respect
- ❏ Relationship
- ❏ Purpose: Formal or Informal
- ❏ Set Tone for the email

- ❏ Be mindful of the receivers' Time of Day

- ❏ Spelling: *Sean or Shawn or Shaun*
- ❏ Titles



New message

tmatsebula@zagmail.gonzaga.edu



To



Saint-Just, Marie Iijima



Wedding Bells

Hello. How are you?

I was wondering, did you get the invitation to Sam's wedding? She would love it if you could make it.

Shoot me an email with your address if you didn't get and ill mail u another invitation ASAP!

Love,



New message

tmatsebula@zagmail.gonzaga.edu



To



Saint-Just, Marie Iijima



Budget Quarter 2020

Hi, Ms. Saint-Just.

How are you? I hope all is well and that you had a pleasant weekend.

I'm writing because Sandra Perez requested the budget numbers for fall quarter 2020.

Could you send them to me?

Thank you

BODY TIPS

The most important ideas should appear first,
with less important ideas appearing later

Opening paragraph: **Set the tone and reason**

Next paragraph: **Elaborate on your concern, question, or response**

Closing Paragraph: **Support the nature and format of the email:** I hope to hear from you soon



New message

tmatsebula@zagmail.gonzaga.edu



To



Saint-Just, Marie Iijima



Wedding Bells

Hello. How are you?

I was wondering, did you get the invitation to Sam's wedding? She would love it if you could make it.

Shoot me an email with your address if you didn't get and ill mail u another invitation ASAP!

Love,



New message

tmatsebula@zagmail.gonzaga.edu



To



Saint-Just, Marie Iijima



Budget Quarter 2020

Hi, Ms. Saint-Just.

How are you? I hope all is well and that you had a pleasant weekend.

I'm writing because Sandra Perez requested the budget numbers for fall quarter 2020.

Could you send them to me?

Thank you



HELPFUL PHRASES TO USE IN A BUSINESS EMAIL:

- *I hope you're well/Hope your weekend was good*
- *Could you/Would you*
- *Thanks/Thanks so much*
- *If you could ____, that would be great*
- *I'm writing because... /I was wondering if...*

CLOSING

Closing Remark:

Is it a formal or Friendly email?

Full Name

Title and Company

Contact Information

SIGNATURE

1. Full Name
2. Position
3. Company name
4. Phone Number
5. Email or Link to the website

Penelope Mai

Assistant Director

GECO Marketing

654-6463-65342

pmai@mail.edu

How to add an Email Signature 101

Add or Change a signature

1. ***Open the Gmail app .***
2. *In the top left, tap Menu .*
3. *Scroll to the bottom, then tap Settings.*
4. *Choose the Google Account where you want to add a **signature**.*
5. *Tap **Signature**.*
6. *Enter the text for your **signature**.*
7. *Tap Save Changes*

Professional vs Personal

	Greeting	Closing
Informal	<i>Hey</i> <i>Hi</i> <i>Hey, what's up?</i> <i>How's it going?</i> <i>Long time no see!</i> <i>Hey, how have you been?</i> <i>Hey, what's going on?</i>	<i>Hugs</i> <i>xoxo</i> <i>Name</i> <i>Cheers</i> <i>Take care</i> <i>TTYL</i>
Formal	<i>Hi [name]</i> <i>Hi, how are you?</i> <i>Hello</i> <i>Dear [name]</i> <i>To whom it may concern</i>	<i>Best</i> <i>Best wishes</i> <i>Sincerely</i> <i>Thanks</i>



Breakout room activity 1

Use the following vocab:
**Greeting, Header, Body,
Closing, Signature**

Task: Find an error and revise it

To:

tem

Subject line:

Hello

Content:

Tomorrow is the day of our first conference meeting. do you mind sending me the material we will be using for the presentation! Let's make sure to remind everyone to bring their computers.

me|

Breakout room activity 1

Group 1 (Michele's Group)

Task: Find an error and revise it

Use the following
vocab: **Greeting,**
Header, Body, Closing,
Signature

To

Ms. Matsebula,

**Subject
line**

Conference Meeting Materials and Reminder

Content:

As you know, tomorrow is the day of our first conference meeting. Do you mind sending me the material we will be using for the presentation? Let's make sure to remind everyone to bring their computers.

me

Breakout room activity 1

Group 2

Task: Find an error and revise it

Use the following vocab:
**Greeting, Header, Body,
Closing, Signature**

To

Marie,

**Subject
line**

Conference meeting materials

Content:

Hello Marie, this is Tem.

Tomorrow is the day of our first conference meeting. Do you mind sending me the material we will be using for the presentation? Let's make sure to remind everyone to bring their computers. Thank you for your help!

See you tomorrow,
Tem

Homework

1. Edit email from last week
2. Practice embedded questions
3. Comprehension check

Homework: Breakout room activity

Edited

- 1: Write to your boss asking for a day off
2. Write to your friend asking her how her experience of study abroad is
3. Write to colleague to change meeting time
4. Write to apologizing for not submitting homework on time

Make sure to have...

1. a clear and specific subject line
2. a greeting, closing & signature
3. proper capitalization
4. proper punctuation
5. correct spelling

Homework 1 Editing email

Breakout room 1 Alexis Marcela A. Paulina, Yan

Write to your boss asking for a favor

March 6, 2021 murray@yahoo.com

Dear Ms. Braaten, this is Mrs. Murray.

I hope you are fine and doing well. I am sending this email because I would like to take my vacation in May, from May 15-31. I haven't taken a vacation in a long time, and I will finish all my projects for the company before I leave on May 15.

Thank you for your time and for the approval of this request.

Best regards,
Mrs. Murray

Breakout room 2 Aidee, Hilda, Mirna, Moises

Write to your friend asking how her trip abroad is going

Hi Tim,

How are you? I know you are abroad, how is Colombia? Did you drink the famous coffee? How are you feeling? How is the weather? Have you tried and liked their famous food? Here it is cold, do you like the weather down there? Do you like not having to tip? Are the people friendly? What are the places to visit? Please share some photos! We are jealous. Where and what are the best activities in Colombia? Are there any fun sports to watch? Please come back soon because we miss you! Come back with gifts :). You can bring coffee if you want! I know this is a long email, it's okay if you answer after you come back. But please share the photos at least.

Enjoy your trip. See you when you come back,

GECO

Breakout room 3 Alex, Sandra, Tania

Write to colleague to change meeting time

(Request to Change Meeting Time)

Good Afternoon, 'Mr. Hamilton,'

Can we please change the meeting time? There is heavy traffic in my area and I will not be able to attend the meeting on time. Could we meet an hour later? Please let me know if you can.

Thank you for understanding,

Kathryn Adkisson

Breakout room Glenda, Marcela R., Kimie, Ting

Write to someone apologizing for not submitting the documents on time

Header: Reason for late submission.

Hi boss,

I hope you're doing well. The reason that I'm writing this email is because I wanted to apologize for not submitting the documents on time. I had an unexpected family emergency, so I was unable to send the documents. I have attached the missing documents to the email. Let me know if you need anything else from me, or if anything is missing.

Thank you for your understanding, have a good day!

Caroline Gray

Homework 2

Practice embedded questions

Embedded questions

1. What do I need to bring to the conference?
2. What do you think?
3. What is your business hours?
4. Create your own!

Homework 3

Comprehension check

What are the five parts to an email?

1. S
2. G
3. B
4. C
5. S

What does the subject line on an email tell the reader?

- a) when the email was sent
- b) what the email is about
- c) who wrote the email

Reminder

WhatsApp

Tutoring: 12-1pm

<https://gonzaga.zoom.us/j/99693943458>

Looking for 5-7 volunteers

30 minute interview about your English learning experience

Example:

When and how do you use English?

When did you start learning and using English?

Why are you learning English?

What is the most difficult part about learning and using English?

Who do you usually use English with?

Next Week

Unit Three: Calling work.

(3/20, 3/27) We will talk about how to call work if you need to ask for vacation or a sick day.

On 3/20, there is a **mixed level warm-up** for B and C.

[Writing emails part 2](#)