

# Unit 2

## Day 2

Spring GECO 2021  
Daisuke Aoki and Hailey Herrington

# Important Information

- Gonzaga students would like to invite you to do individual interviews.
- interviews will take about 30 mins.
- Gonzaga students want to know about your English experiences.

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# Today's Contents

- **Review & Warm-up**
  - Formal Email, Semi-formal Emails, and Informal Emails
- **Vocabulary**
- **Writing Emails!**
  - Informal Emails
  - Semi-Formal Emails
  - Formal Emails
- **Closing**
  - Q & A
  - Reminders
  - Homework

# Review

What did we learn last week?

# Review (1)

- What are the three levels of formality of email?



Formal Email



Semi-formal Email



Informal Email

## Review (2) : Format of Email

Dear Mr. Parker,

With reference to your letter of January 5<sup>th</sup>, we are sorry to inform you that we do not have any vacancies available at the moment. We are impressed with your qualification and work experience and will definitely consider your candidature when vacancies arise in future.

Please feel free to contact us again if we can help in any way.

Yours sincerely

James Mathews  
HR Manager of Lotus INC

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## Opening:

Dear Mr. Parker

## Body:

1. Explaining the reason for your email
2. Last paragraph

## Closing:

1. Sincerely, Yours, Respectfully, and etc.
2. Your full name

# Warm-up

Type your answers in the Chat Box!



# Warm-up (1)

You are writing a formal email to Dr. James...

1. What Opening do you use?

Ms. NOT Miss!! “Dear Ms. \_\_\_\_\_”

2. What Closing do you use?

Type your answers in the Chat Box!!



## Warm-up (2)

You are writing a semi-formal Email to Hailey...

1. What Opening do you use?
2. What Closing do you use?

Type your answers in the Chat Box!!



# Warm-up (3)

You are writing an informal Email to Daisuke...

1. What Opening do you use?
2. What Closing do you use?

Type your answers in the Chat Box!!



# Vocabulary

Let's check formal expressions and informal expressions!!!

# Vocabulary

Formal	Informal
<ul style="list-style-type: none"><li>• <u>I would like to apologize for ...</u></li></ul> <p>Example:</p> <p>“I would like to apologize for my late response.”</p>	<ul style="list-style-type: none"><li>• <u>Sorry for ...</u></li></ul> <p>Example:</p> <p>“Sorry for my late response”</p>
<ul style="list-style-type: none"><li>• <u>I would appreciate it if you ...</u></li></ul> <p><u>Example:</u></p> <p>“I would appreciate it if you could give me further details.”</p>	<ul style="list-style-type: none"><li>• <u>Can you ...?</u></li></ul> <p><u>Example:</u></p> <p>“Can you give me more information about this position?”</p>

# Vocabulary

Formal	Informal
<ul style="list-style-type: none"><li>• <b><u>Unfortunately, I will not be able to...</u></b></li></ul> <p>Example:</p> <p>“Unfortunately, I will not be able to participate in the meeting this week.”</p>	<ul style="list-style-type: none"><li>• <b><u>I can’t..</u></b></li></ul> <p>Example:</p> <p>“I can’t join the meeting this week.”</p>
<ul style="list-style-type: none"><li>• <b><u>I would rather not...</u></b></li></ul> <p><u>Example:</u></p> <p>“I would rather not work extra hours today.”</p>	<ul style="list-style-type: none"><li>• <b><u>I don’t want to...</u></b></li></ul> <p><u>Example:</u></p> <p>“I don’t want to work extra hours this week.”</p>

# Let's practice writing emails!

GECO Writing Practice

Dear Mr. Parker,

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## Closing:

1. Sincerely, Yours, Respectfully, and etc.
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# 1. Writing an informal email

- Write an informal email in the BR.
- Topic: celebrating your friend's birthday
- You will share your emails in the main group later!





### 3. Writing a formal email

- Write a formal email in the BR.
- Topic: sending email to your boss to request a day-off
- You will share your emails in the main group later!
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# Closing

We finished our Unit 2!!

- Homework:
    - Send an email to Daisuke and Hailey!
    - Formal email with a formal sentence starter
  - Reminders:
    - Tutoring Sessions
      - 12:00 p.m. -1:00 p.m.
    - Gonzaga students want to interview you.
      - Are you interested in this interview?
      - Let me know if you want more information!
    - Next Unit
      - Calling into work and apologies
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