

Writing a simple email.

Unit 4.



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Email address

Look at the email address and check the labeled part sofit.

Username	"At" sign	Main server	Dot	domain
veronicamars	@	mytv	.	org

In simple words, when I give my email to some one I say:
veronicamars@mytv.org

Expressions

When you send an email, write it thinking about the person who is going to receive it. Is it formal or informal?

Formal	Informal
For people you don't know well, or people in charge (like your teacher, boss, or a company). We use polite words. Don't use words like "Hello" or "Good morning". Use words like "Dear teacher/ boss", "Mr., Mrs., Miss" or "Dear Sir or Madam" if you don't know the name.	For friends and family. We can use more relaxed words like "Hello", "Hi" or "Howdy!"

Expressions

Formal

1. Greeting: "Dear Mr./Ms./Dr. [Last Name]," (Use if you know their name) or "Dear Sir or Madam," (If you don't)
2. Opening: "I am writing to you regarding..."
3. Opening: "I hope this email finds you well." (A polite way to start)
4. Making a Request: "I would be grateful if you could..."
5. Providing Information: "I am writing to inform you that..."
6. Asking a Question: "I would like to know..."
7. Referring to an Attachment: "Please find attached..."
8. Expressing Thanks: "Thank you for your time and attention to this matter."
9. Closing: "Yours sincerely," (If you know the recipient's name) or "Yours faithfully," (If you don't)
10. Closing: "I look forward to hearing from you soon."

Informal

1. Greeting: "Hi [Name]," or "Hey [Name],"
2. Opening: "How are you?"
3. Opening: "Just wanted to let you know..."
4. Making a Request: "Can you...?" or "Could you...?"
5. Providing Information: "Just wanted to tell you that..."
6. Asking a Question: "Do you know...?" or "I was wondering..."
7. Referring to an Attachment: "I've attached..."
8. Expressing Thanks: "Cheers!" or "Thanks!"
9. Closing: "Best," or "See you soon," or "Talk to you later,"
10. Closing: "Let me know what you think."

A top-down view of a person's hands typing on a laptop keyboard. The image is overlaid with a semi-transparent blue geometric shape. In the top left corner, a white mug with a dark liquid inside is visible. The laptop keyboard is silver, and the person is wearing a light-colored sweater.

EXERCISES

Let's practice
together!

Part 1: Identify formal e informal emails

Instructions: Read these two emails. Identify if they are formal or informal.

01

New Message

— ↗ ×

To: mr.smith@university.edu

Subject: Question about Homework

(Greeting) Dear Mr. Smith,

(Body) I hope this email finds you well.

I have a question about the homework for tomorrow.

Could you please explain question number 3 again?

Thank you for your time.

(Farewell)

Sincerely,

(Signature)

María Gonzalez

Send



Formal

Informal

Part 1: Identify formal e informal emails

Instructions: Read these two emails. Identify if they are formal or informal.

02

New Message

To: fundude@smiley.com

Subject: Hey!

(Greeting) Hi Tom,

(Body) How are you?
I'm good! Do you want to play football after school today?

(Farewell) See you later,

(Signature) Mimi

Send





Formal

Informal

Part 2: Formal or informal situations

Instructions: Look at the circumstances listed below and classify them into formal or informal situations.

- | | | | |
|-----------|----------------------------------|---------------------------------------|---|
| 01 | Conversation with a costumer | <input type="button" value="Formal"/> | <input type="button" value="Informal"/> |
| 02 | Birthday greeting to a colleague | <input type="button" value="Formal"/> | <input type="button" value="Informal"/> |
| 03 | Asking for a budget. | <input type="button" value="Formal"/> | <input type="button" value="Informal"/> |
| 04 | Conversation with your boss. | <input type="button" value="Formal"/> | <input type="button" value="Informal"/> |
| 05 | Complaint to a store. | <input type="button" value="Formal"/> | <input type="button" value="Informal"/> |
| 06 | Conversation with a good friend. | <input type="button" value="Formal"/> | <input type="button" value="Informal"/> |
| 07 | Forwarding a meme. | <input type="button" value="Formal"/> | <input type="button" value="Informal"/> |

Part 3: write an email

Instructions: Select a situation to write an email. Write it on the lines. You can use expressions from the list below.

01

Formal: Write an email to your teacher asking about homework.

New Message

To

Subject

Send





02

Informal: Write an email to a friend asking them to go to the cinema.

New Message

To

Subject

Send



