

Writing skills Writing an e-mail

An e-mail should contain 5 parts:

1. **Subject** A clear, short, summary of the content of the message
2. **Greeting** The title (Mr., Mrs., Ms., Dr.) and the name of the other person
3. **Body** The content of the message
4. **Closing** A positive ending to the message
5. **Signature** The writer's name, along with contact information



Highlight, underline, or **circle** the five parts in this sample e-mail:

To: J.Brown@eflteach.com

Subject: My introduction

Attach a file Receipt On Read : Receipt On Delivery :

Cc Bcc Signature Addresses Save Draft Send Check Spelling

Dear Ms. Brown,

This is my introduction. My name is Moon Seok-gi (Steven) and I was born in Busan, where I went to elementary school. Then we moved to Daegu and I went to middle school and high school there, before coming to university. There are four people in my family. My father has his own business and my mother looks after the house. She also takes care of my sister, who goes to middle school. When I have spare time I like to listen to music and read books. I also like to walk to school for exercise. Health is most important in my opinion. I want to be an engineer after I graduate, so I need to study hard and I need to learn English.

I look forward to taking your class.

Best wishes,

Steven Moon

Mobile: (012) 345-6789



Analyze the main paragraph in this e-mail using the checklist below.

- Where is the topic sentence of the paragraph? Underline it.
- Where is the concluding sentence? Underline it.
- Does the paragraph discuss only one idea? (Unity)
- Is there a smooth, continuous flow of ideas? (Cohesion)
- Does each sentence lead naturally into the next one? (Continuity)