


Writing practice Formal and informal e-mail language

E-mails use formal or informal language, depending on the situation.

Formal ↓		Informal ↓	
Part 1: Subject			
My introduction	My family	Some questions	Congratulations!
My resumé	Job application	Good news	What's new?
Greetings from Korea	Letter of reference	How about Friday?	Lunch on Monday
Part 2: Greeting			
Dear Classmates,	Dear Ms. Lee,	Hi!	Hello,
Dear Professor Kim,	Dear Dr. Smith,	Hi there!	Dear Jo,
Dear Mr. Jones,	Dear Sir/Madam,	Kevin, (name only)	
Part 3: Body			
Thank you for your e-mail.		Thanks for the e-mail.	
Regarding ...		Re ...	
I would be grateful if ...		Please could you ...	
Please accept my apologies for ...		I'm sorry for ...	
However, ... / In addition, ... / Therefore, ...		But, ... / Also, ... / So, ...	
... as soon as possible.		... asap	
Please find my assignment attached.		Assignment attached.	
I look forward to meeting you next week.		See you next week.	
I look forward to hearing from you.		Hear from you soon.	
Please do not hesitate to contact me.		Let me know if you need more.	
Part 4: Closing			
Best regards,	Yours sincerely,	All the best,	Good luck!
Best wishes,	Yours truly,	Bye for now,	Take care,
Respectfully yours,	Many thanks,	Until next time,	Write soon.
Yours faithfully,		Have a great weekend.	Your friend,



Discussion

1. When do you think you should use formal language in e-mails?

2. When do you think you should use informal language in e-mails?

There is more information about formal and informal language on the "Writing" site for this Unit:
<http://www.finchpark.com/KNUFLE/book-1/unit01/writing.html>.