

EMAIL PRACTICE 1

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Look at Example 1.

Label the five parts of the email message.

What's wrong with this message? How many different kinds of mistakes can you find in this message?

EXAMPLE 1

From a past student (exactly as received with no changes)

**Subject:** professor! 1

2 Professor! how are you?  
Do you remember me?? I was a student who was taking 3  
advanced conversation class last year and got a job in  
Singapore.  
These days, too many things bother me a lot. So I try to  
change a job.  
I make a resume and cover letter. I am very shy to 4  
show you and it seems very ridiculous but I need your  
help.

5 This resume is for HR department. Actually I want to  
make it complete but my brain just stopped. give me 6  
some advice please....  
Thank you sir!

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INTRODUCTION	ATTACHEMENTS	BODY	
SUBJECT	REQUEST	GREETING	CLOSING

## Professional Email Writing: General Tips

1. Always use a subject that describes what's in the e-mail.
2. Salutation (start the email): Hello Mr. Whyte is okay. Or just the person's name is okay. Dear Mr. Whyte is better for a letter.
3. The first sentence should explain why you are sending an e-mail.
4. The body should have short, well spaced paragraphs. Spacing make sit easy to scan.
5. If your email has attachments, add a sentence to say that.
6. If you make a request be clear. What do you want?
7. Finish with a simple good-bye. "Thank you for your help. I look forward to you answer." If important add a phone number.