

HOW TO WRITE AN EMAIL

5 main things:

- 1) To/From
- 2) Subject
- 3) Salutation
- 4) Body of Message
- 5) Signature

To/From

- * Don't forget to write *to who* and *from who*.
- * Write in email address format.

Subject

*The subject is the first thing the people will see in your message together with your name. Your subject should be brief, like a summary of your message. For instance, if you write about your city "Description of my city".

Salutation

- * Depending of the person you are writing to you may use "Dear Mr X" if you don't know the person (more formal) or "Hi XXXXX" if it is more informal, like a friend.

Body of Message

- * Your message should be correct and clear in relation to content, grammar and spelling.
- * Write in paragraph please.
- * Each paragraph has one main idea and the most important paragraph/idea should come first.

Signature

*You should always include your name at the end of your message.

Sample

1 To : neelofa@yahoo.com

From : fadhli@yahoo.com

2 Subject : Greetings from Penang

3 Dear Lofa,

4 Hello Lofa. How are you? It has been awhile since we last spoke. I decided to send you an email instead of calling you on your busy schedule.


How's your family especially on your recent flood incident? I hope you and your family are in a good shape.

I look forward to hearing from you. Take care and send my warmest regards to your family.

5 Best wishes,
Fadhli

Question:


- * You have recently joined www.getnewpal.com and you have decided to write an email to your new friend. Based of the given information:
- * Choose a keypal friend
- * Reasons to make friend with him/her
- * Other relevant details




Choose a person
from the handout to
be your new friend.



1) Write To and From



2) Write the
subject of your
email/ keypal



3) Write
salutation



4) Write the
body of the
email

What should you write?

- * Greet the person
- * Ask his/her well-being
- * Explain the reason why do you write to him/her
- * Reasons to support your writing

End your email

*You can choose to write like this:

I look forward to

hear

ing from you.

meet

ing you.

your

reply.

5) Sign your name

Kind regards,

name

Regards,

name

Warm wishes,

name

Yours truly,

name