Email expressions: Part 2
by Jamie Keddie

Level: Intermediate – advanced	
Time needed: 1 hour	
Objective/summary: This lesson aims to equip students with some basic vocabulary that they may need for writing emails.	
Example vocabulary: *Get in touch, thanks in advance, bear with me, let me know, please find attached*	

Lesson plan

1 Give out copies of Worksheet 1 (*Five emails*). Ask your students to identify:

- Which one is an automated response (an out of office reply)?
- Which one is a 'thank you' email?
- Which one is an unwanted (junk) email?

2 Ask them to identify words/expressions that mean:

1) let somebody stay/sleep at your place

2) a queue of things to do

3) be patient

4) very good-looking/sexy

> **Answers**
>
> 1) Let somebody stay/sleep at your place
> *Put somebody up (email 1)*
> 2) A queue of things to do
> *A backlog (email 2)*
> 3) Be patient
> *Bear with me (email 2)*
> 4) Very good-looking/sexy
> *Gorgeous (email 5)*

3 Take all email sheets back from your students and give out Worksheet 2 (*Word trios*). Have students complete the exercise individually or in pairs.

4 Give back Worksheet 1 (*Five emails*) to your students and allow them to correct their own work by looking for the relevant expressions in the five emails.

> **Answers**
>
> | | |
> |---|---|
> | all the best | email 3 |
> | bear with me | email 2 |
> | get in touch | email 3 |
> | keep in touch | email 1 |
> | let me know | email 1 |
> | please find attached | email 4 |
> | see you soon | email 1 |
> | thanks for everything | email 1 |
> | thanks in advance | email 4 |
> | you're so hot | email 5 |

5 Play Chinese whisper translations (monolingual classes only).

This game works a bit like 'consequences' in that it involves writing on pieces of paper and folding the paper to hide text before passing it to the next player.

The exact way in which you choose to organize the activity will depend on the number of students you have in your class. If you have knowledge of your students' native language, you could get involved in the activity yourself in order to make up numbers.

Instructions:

- Make sure everyone has a blank sheet of paper.

- Divide the class up into groups of four.

- Within each group of four, one student copies email 1 onto the top of their piece of paper, another student copies email 2, another email 3 and another email 4 (email 5 is discarded).

- Once again, confiscate all copies of the 5 emails handout from your students (if you don't, they will be able to cheat).

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- Each student passes their piece of paper to the person on their left.

- Students attempt to translate the email into their own language. Once this has been done, the paper is folded so that the original email (in English) cannot be seen.

- Once everyone in the group has finished their translations, the pieces of paper are passed again.

- Each student will now see a translation of one of the emails (but not the original). They must attempt to translate it back into English.

- The activity continues in this way (writing and folding). Ultimately, the pieces of paper can be unfolded and the translations can be compared with the originals.

Original email in English (written by student 1)
— — — — — — — — —
Translation into students' L1 (written by student 2)
Now fold along the dotted line ABOVE
— — — — — — — — —
Translation back into English (written by student 3)
Now fold along the dotted line ABOVE
— — — — — — — — —
Translation into students' L1 (written by student 4)
Now fold along the dotted line ABOVE
— — — — — — — — —
Translation back into English (written by student 1)
Now fold along the dotted line ABOVE

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BUSINESS & ESP WORKSHEET 1

Five emails

Email 1

Hi Gerard

Just wanted to say a very big thank you for putting us up at the weekend. It was great to finally see Barcelona (even if it was in the rain) and we had a great time. It's a shame we couldn't stay longer but that's life.

Make sure you keep in touch and let me know if you have any plans to visit London and we will return the favour.

Again, thanks for everything and hope to see you soon!

Jane

Email 2

Thank you for your message. I'm out of the office on business this week and next. I will try to access email while away but can't guarantee it. As I already have a backlog, it will be difficult for me to deal with new tasks before August so please bear with me.

Email 3

Dear Sir or Madam,

One of our delegates for the conference has a spare sleeper train ticket for London to Liverpool on the 15th April that they would like to sell. Apparently there are very few of these tickets remaining so if this is of interest to you then please get in touch.

All the best

E. Smith

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Do you remember the language?

Email 4

Dear Alfredo

Please find attached my CV and accompanying letter. As discussed, I would be grateful if you could pass it on to your company's human resources department. Thanks in advance.

Kind regards

Susie

Email 5

you're so hot. wanna chat?
i'll be on msn messenger today at polly@topmodels.com
again you're gorgeous
hope to hear from you

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BUSINESS & ESP WORKSHEET 2

Word trios

Put the words into groups of three to make expressions that you have already seen in the emails:

1)   All   the   best

2)   _____   _____   _____

3)   _____   _____   _____

4)   _____   _____   _____

5)   _____   _____   _____

6)   _____   _____   _____

7)   _____   _____   _____

8)   _____   _____   _____

9)   _____   _____   _____

with   ~~all~~   in   for

thanks   in   please

bear   touch   you're   see

me   keep   you   advance   soon

~~best~~   everything   get   let

thanks   in   attached   me

ouch   ~~the~~   find   so

hot   know