

Email expressions

by Jamie Keddie

Level: Intermediate – advanced

Time needed: 1 hour

Objective/summary: This lesson aims to equip students with some basic vocabulary they may need for writing emails.

Example vocabulary: *You will find attached, please do not hesitate to call, all the best, let me know, etc.*

Lesson plan

- 1 Give out the three emails.

Put students into pairs and have them decide what the background to each message is. This will be easier in some cases than in others, so students will have to guess and invent. For example, they may decide that:

- **email 1** is a confirmation for a job interview appointment, the position being for an English teacher.
- **email 2** is a letter of rejection for an advertising idea for a well-known consumer product.
- **email 3** is from a girl who is getting married. Stuart is a friend and a piano player who is playing at the wedding reception. Anna has bought his flight and is sending him the details.

- 2 Invite pairs to share their ideas with the rest of the class.

- 3 Take back all copies of the emails and distribute Worksheet 2 (amended emails). In Worksheet 2, nine standard email expressions have been replaced with non-standard language (all examples are underlined). Give students a few moments to attempt to remember the original language from the original emails.

- 4 Give out the email expressions word search (Worksheet 3). In this exercise, students need to recall all nine email expressions. They do this by finding the key

words in the grid and then filling in the gaps on the skeleton templates below.

Answers

- 1) Further to...
- 2) ... you will find attached
- 3) ... do not hesitate to
- 4) All the best
- 5) Unfortunately...
- 6) Thanks again for...
- 7) Regards
- 8) ... let you know...
- 9) ... as soon as...

- 5 In the same exercise, there are also six common email closing lines. The format for finding them is the same as for step 4.

Answers

- 1) I hope you are well.
- 2) Best wishes,
- 3) I look forward to hearing from you.
- 4) Take care,
- 5) I'll be in touch again soon.
- 6) Keep in touch.

Email expressions
by Jamie Keddie**Three emails****Email 1**

Dear Susie

Further to our telephone conversation, I am sending you a map with directions for getting to the London Language Centre, which you will find attached. I shall see you on Thursday 27th July at 1pm. Should you have any problems in getting here, please do not hesitate to call me on the number below.

All the best,

Alastair Connolly

Tel: 123-456

Email 2

Dear Mr Philips

Thank you for expressing an interest in our company. Unfortunately, we are unable to develop ideas for advertising campaigns that come from members of the public such as yourself. Of course, we realize that such ideas can be of a very high standard but due to the complex legal issues involved, all product promotion must come from our own promotional department.

Thanks again for your correspondence.

Regards,

Claire Long (adviser)

Email 3

Dear Stuart

Here are your flight details (attached).
I'll let you know which hotel you're in as soon as I know.
Have a nice week!

Anna

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Do you remember the language?

Email 1

Dear Susie

After (1) our telephone conversation, I am sending you a map with directions for getting to the London Language Centre, which you can see included (2). I shall see you on Thursday 27th July at 1pm. Should you have any problems in getting here, please feel that you can (3) call me on the number below.

I hope that everything goes very well for you in general. (4)

Alastair Connolly

Tel: 123-456

Email 2

Dear Mr Philips

Thank you for expressing an interest in our company. The bad news is that (5), we are unable to develop ideas for advertising campaigns that come from members of the public such as yourself. Of course, we realize that such ideas can be of a very high standard but because of the complex legal issues, all product promotion must come from our own promotional department.

Once again I want to say that I am grateful for (6) your correspondence.

Lots of love and kisses, (7)

Claire Long (adviser)

Email 3

Dear Stuart

Here are your flight details (attached).

I'll advise you (8) which hotel you're in immediately when (9) I know.

Have a nice week!

Anna

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Word search

Y	H	E	A	R	I	N	G	T	A	Y	D	P	H	D
O	L	L	R	L	L	E	W	O	G	R	X	O	H	E
A	K	E	E	A	T	F	J	U	A	Q	P	E	O	H
R	I	B	T	T	C	S	O	W	I	E	S	W	V	C
I	P	G	J	A	Y	E	R	K	N	I	S	M	B	A
I	N	E	Y	C	N	O	K	L	T	F	Y	I	E	T
R	M	T	E	G	F	U	U	A	Q	C	T	A	S	T
E	Z	G	O	K	B	S	T	K	T	Z	N	Q	T	A
H	G	X	O	U	D	E	T	R	N	H	H	S	W	D
T	Q	O	B	R	C	E	R	F	O	O	D	Q	I	N
R	L	P	A	X	B	H	I	W	I	F	W	H	S	I
U	U	G	S	A	N	O	O	S	S	A	N	T	H	F
F	E	P	E	K	L	Z	O	S	N	K	Y	U	E	B
R	G	B	P	L	I	H	R	D	M	H	Q	U	S	J
A	L	L	T	H	E	B	E	S	T	J	P	Q	V	F

Find the missing words in the word search.

- 1) _____ to...
- 2) you will _____
- 3) do not _____ to...
- 4) _____
- 5) _____
- 6) Thanks _____ for...
- 7) _____
- 8) _____
- 9) ... _____

Here are some more email closing lines. The missing words are also in the word search.

- 1) I __p__ you are __l__.
- 2) __t__ h__.
- 3) I _o_ _w_ to
h_____ from you.
- 4) T__ _a__.
- 5) I'll be __ _h
again soon.
- 6) _e__ in touch.