**WRITING AN ACADEMIC EMAIL**

A. Class survey

1. **Who writes emails in English?**
2. **What kind of emails? (friends, professors, bosses)**

**Work in groups:**

1. **Are the emails you write to friends different from those to, for example, your professors? How? Come up with at least three items for each category:**

**Formal Informal**



B. What´s wrong with this email?

**1. Look at the email by an exchange student to prof. Janet Maceda and identify as many problems as possible. First work on your own, then compare with a partner.**

Hi Janet Maceda, I've come to U.S. for only 3 months, and I think I can't communicate with my classmates very well, cuz nearly all of them are in-state student. So, I'm wondering whether I should take a English class to improve. Can I talk to u directly and watch one of your classes? As u said, can we meet at this Wednesday (11/13) on 4:30 pm? And where's ur office? Is it in Winston Hall?

Take care, Anna

Adapted from <https://projects.ncsu.edu/eslglobe/nmswishe/academic_email.pdf>

**2. Work in pairs and decide on the etiquette of writing a formal email:**

**DO´s and DONT´s OF WRITING A FORMAL EMAIL**

|  |  |  |
| --- | --- | --- |
|  | **DOs** | **DON’Ts** |
| Subject |  |  |
| Salutation + title |  |  |
| Introduction |  |  |
| Main body |  |  |
| Conclusion |  |  |
| Closing phrase |  |  |

C. USEFUL WORDS & PHRASES

**1. Complete the phrases with the missing expressions.**

***appreciate advance enquire whether hearing prefer could rather apologise***

***make grateful wondering prefer regarding available***

1. I am writing to …………………………. about…
2. I am writing with regard(s) to / in regard to / ………………………
3. I would like to know ………………………
4. ……………………….. you tell me how many points I need…
5. I feel I would …………………….. to work on…
6. I was ……………………….. if any lectures are offered…
7. I would be ………………………… for any information…
8. I look forward to ……………………………….. from you soon.
9. I would ……………………. not do a presentation about
10. I would ……………………….. if you could send me…
11. Thank you in ……………………. for your response.
12. I would like to ……………………… an appointment to discuss…
13. Would you be ……………………… on Monday?
14. I …………………………..for not writing sooner, but…

**2. Match the phrase form task 4 with their less formal equivalents below.**

h) If you can write me as soon as possible, it would be great.

i) I’d like you to send me

j) I don’t want to do a presentation about

k) Can we meet on Monday?

l) Thanks for answering me.

m) Sorry for…

n) I’d like to discuss with you … personally

1. I’d like to ask if
2. How many points do I need …?
3. I’m writing to ask about
4. I’m writing to get some information about
5. Do you do any lectures
6. Thanks for the information / your help.
7. I’d like to work on

**3. How would you change these words / expressions into more formal ones?**

|  |  |
| --- | --- |
| INFORMAL | FORMAL |
| Thanks |  |
| Sorry for… |  |
| Can you… |  |
| Do you know… |  |
| I can’t… |  |
| I don’t want to… |  |

**4. Go back to the email on p. 1, rewrite it to make it sound more polite.**

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D. EXTRA TASK

**Work in pairs (AA vs BB) in groups of 4.**

**AA will write a formal email to enquire more information about the following internship**:

Internships at Play-Place offer college students seeking a degree in mental health, special education, psychology, non-profit management or a related field the opportunity to integrate classroom theory into the world of work. Interns acquire first-hand experience working with special needs individuals of all ages and cognitive levels in a safe, fun, environment while earning college credit. In addition to being a great learning experience, an internship at Play-Place enables students to explore future career opportunities. Play-Place offers flexible intern positions, including evening, part-time and weekend hours to accommodate class and work schedules. Most interns average 20 hours of direct program involvement with participants per week.

<http://autisticplayplace.org/intern>

**Ask about three pieces of information of your choice or enquire about the following:**

* Length of service
* Compensation
* Minimum time commitment

**BB will write an email to a Children’s Therapy Center to inquire about a research opportunity. What follows is the basic information about the centre.**

Children’s Therapy Center is the largest and most comprehensive nonprofit pediatric therapy program in Washington State. Since 1979, our mission has been to maximize the potential of children with special needs. When we first meet a new family, we see a child with unique abilities and individual needs, and we see parents and caregivers who are eager for information and tools. We provide essential services for children age birth to 18, including home and community based early intervention services; physical, occupational, speech, aquatic, and feeding therapy; early special education; and parent training, support and referrals. We help children acquire functional skills that help them today, while decreasing, or even eliminating, their need for future services. Along the way, we empower parents and other caregivers so they can best meet the needs of their child.

* Introduce yourself and your research question
* Inquire about possibilites of conducting your research
* Ask for a personal appointment

<https://www.smartrecruiters.com/ChildrensTherapyCenter/94754823-internship-special-education-teacher-graduate-student>

**Exchange your emails and give feedback to each other. Improve your emails and copy paste them in a shared google document.**

**Further sources:**

Suchomelová-Połomska, A., Academic email (a material for developed for English for Geographers, 2018)