

## Writing academic e-mails

- **Discussion:**
  - Do you write emails in English?
  - On what occasions? Who's the recipient?
  - What kind of language/ register do you usually use in your English emails?
- **Look at these emails. What are the reasons why they were written?**

From: [234567@mail.muni.cz](mailto:234567@mail.muni.cz)  
Subject: tomorrow

Hi teacher!

I cannot come to school tomorrow, 'cause I'm real sick. I'll do my presentation on Mammals next week.  
See ya,  
Tom Smiley

From: [offthewall@email.com](mailto:offthewall@email.com)

Subject: Steven Bold, 3<sup>rd</sup> year student of Media and Communication, Monday seminar group, 9 a.m.

Good afternoon Mrs. Crow:

I am very unhappy about the fact that I received F for my English exam. As a matter of fact, you are the only one who gave me such a bad mark, and now my distinction is in danger. When can I write the re-take? There are no more terms available, but I have to have it this semester, as I am very busy in summer.  
Best regards,

Steven

Steven Bold  
PR Assistant  
Offthewall International

From: [54321@mail.muni.cz](mailto:54321@mail.muni.cz)

Subject: Hello

Dear Mrs teacher,

I was not at school last Wednesday. Can you tell me what you did? And do I have to do any homework?  
Robert Dark

- **Are those emails appropriate? Give arguments for/against**
- **Discuss what features those email parts should contain:**  
<https://www.softchalkcloud.com/lesson/serve/MXv2iJS1bBtQCR/html>
  - Title of the email
  - Salutation
  - The beginning
  - The main body
  - The ending
  - Closing the email and signing

- **Dos and Don'ts of academic/scientific email communication**

*Look at the phrases and categorize them into the things you should remember about and those you'd rather avoid doing. If necessary, specify the situations.*

- 1) Write a clear subject line
- 2) Omit greeting (the recipient knows that it's him/her that the message is being addressed to)
- 3) Write a greeting appropriate to the addressee
- 4) Use a title (with a person's name) which is not an academic one
- 5) Have no reference to the attachment (the recipient will see it anyway)
- 6) Use your university email account for academic and professional correspondence
- 7) Leave out personal details
- 8) Include your full name and contact information (if there is a need)
- 9) Start emails with "I want..." or "I need..."
- 10) Have exclamation marks for something that is considered very important
- 11) Write a detailed description of events preceding the situation discussed
- 12) Keep messages as concise as possible
- 13) Emphasize the conversational aspect

DOs	DON'Ts

- **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...	

Sources: (visited on February 10th, 2015)  
[http://www4.ncsu.edu/~nmswishe/academic\\_email.pdf](http://www4.ncsu.edu/~nmswishe/academic_email.pdf)  
<https://www.softchalkcloud.com/>  
<http://www.teachingenglish.org.uk/article/email-writing>