



English for Emails

UNIT TITLE		TOPICS	USEFUL LANGUAGE AND SKILLS
1	An introduction to emails	The email screen Email structure Subject lines	A questionnaire Big brother is watching...and checking your emails
2	Formal and informal emails	Register Format/informal phrases Abbreviations Correct spelling	Emoticons How important is accuracy in emails.
3	Enquiries	Writing and replying to enquiries The advantages and disadvantages of email Polite language	Email addresses & symbols The danger of viruses
4	Requesting action	Writing to colleagues Talking about deadlines and taking action Common verb-noun phrases	Acronyms and abbreviations To cc or not to cc?
5	Exchanging information	Informing and replying Colloquial phrases and contractions Quoting from previous emails Being diplomatic	An email quiz Over-quoting
6	Making and confirming arrangements	Typical phrases for making arrangements Prepositions of time Saying you're sorry	Domain names Have you been spammed?