



# English for Emails

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