



# University Centre Abdelhafid Boussouf E-learning Centre



## English – Level 3

# Lesson 06 Writing and Usage of Formal E-mails

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<b><i>Students Concerned- Semester 6 -</i></b>			
<i>Institute</i>	<i>Department</i>	<i>Year</i>	<i>Speciality</i>
<b><i>Letters et Languages</i></b>	<b><i>-Foreign Languages</i></b>	<b><i>Licentiate 3</i></b>	<b><i>French</i></b>
<b><i>Economic Sciences</i></b>	<b><i>-Economic Sciences -Commercial Sciences -Management Sciences</i></b>	<b><i>Licentiate 3</i></b>	<b><i>All specialties</i></b>

### **Objectives of the Lesson**

- At the end of this lesson, students learn how to write formal e-mails and to whom this type of e-mails should be addressed.

## *Writing and Usage of Formal E-mails*

### **1. Writing Formal e-mails:**

A formal e-mail means having a professionally written mail. Formal e-mails share the same format of any mail. They have the opening, the body and the closing part, but the language level/register used within the e-mail is different. It is more polite and more professional. To write a professional e-mail one has to follow the tips bellow:

1. **Stating the Subject:** Writing the topic in formal e-mails is obligatory. It gives the general idea of the e-mail. It should be clear and direct in order to grab the receiver's attention, and make him decide whether to continue reading or not.
2. **Salutation/ Greeting:** unlike salutations in informal e-mails, formal e-mails use the following salutations:
  - *If you know the name use:* Dear Ms Lily, / Dear Mrs. Linda, / Dear Mr. Smith, / Dear Prof. Mohammad,
  - *If you do not know the person use:* To whom it may concern, or Dear Sir / Madam,
3. **Stating the purpose:** If you do not mention why you write this e-mail, it is likely that the receiver will not continue reading it or even deletes it. You should be more direct by writing one of the following expressions:
  - I am writing with regard to (state your e-mail subject)

- I am writing to let you know...
- I am delighted to tell you.../ I regret to tell you...
- I am writing in response to...

4. **Use polite structures:** being polite when asking for something or when apologizing about something is recommended when writing formal e-mails. To be polite you need to use one of the following structures:

- I would be grateful if you could tell me about...(Request)
- Please let me know what action you propose to take ...(Request)
- I was hoping you could (do something) (Request)
- We regret to inform you that... (Apology)
- Despite my best efforts, it has proved to be impossible... (Apology)
- I would like to apologize for (the delay/ the inconvenience) (Apology)

5. **Closing the e-mail:** when you want to end a formal e-mail you need also to be polite so as to make a good impression. The following expressions help you to do that:

- If you do not know the name of the person use: **Yours faithfully, or Sincerely,**
- If you know the name of the person use: **Yours sincerely, / Regards, / Best regards, / Kind regards,**

## 2. To whom this type of mail is addressed?

This type of e-mails is used in professional settings like: business setting with managers, bosses, and entrepreneur, and academic settings with teachers, administrator, authors, editors and publishers.

**Note: when writing formal e-mails you should avoid contractions like (I'd, I'm, I won't, I don't...etc), and colloquial expressions like: (wanna, gonna, y'all ...etc).**

### - Examples of formal e-mails:

#### 1. To someone you know his/her name

*Subject: Makeup Sessions*

*Dear Prof. Khalid,*

*I hope all is well with you.*

*I'm writing with regard to our makeup sessions. As I am the delegate of the group, I would be grateful if you could provide us with the necessary details about the coming makeup sessions.*

*Best Regards,*

## 2. To someone you do not know his/her name

*Subject: Content Creature*

*Dear Sir/Madam,*

*I am writing in response to your job advertisement in (a website), I would like to submit my application for the position of content creature.*

*I am graduated in English language and literature at the University of Brothers Mentouri and worked online for a couple of years with an Algerian agency in UAE. I used to write articles and make videos to introduce different products and services of the agency. I believe my skills and experience meet the requirements you sought to find. I will be so pleased to introduce myself a bit more in an interview for a better evaluation of my skills.*

*Looking forward to hearing from you.*

*Yours faithfully,*

