



**Centre  
Universitaire  
Abdelhafid  
Boussouf**

**Cellule E-learning**



**Anglais–Niveau 3**

**Lesson06**

**Tips for Writing Professional E-mails**

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<b>Lettres et Langues</b>	<b>-Langues Etrangère</b>	<b>Licence3</b>	<b>Français.</b>
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**Lesson's Objectives**

- This lesson is intended to teach students the appropriate tips for writing professional e-mails so that they can deal professionally and gain both respect and recognition.

## Tips for Writing Professional E-mails

The more you know how to sound professional, the more you get recognized in the professional settings (academic and business settings). One way to sound professional is to know how to write professional e-mails to ensure proficiency in communication. In the previous lesson we defined formal e-mail as ‘a professionally written mail’. This means that formal e-mails and professional e-mails are the same. However this lesson is provided to determine what to do and what not to do to sound more professional in e-mails writing. Below are tips to do so:

1. **Make a Subject line:** it is to provide a short statement of the purpose of the e-mail. For example: **English Teacher Position. Request for Extension. Or Request for Recommendation...etc<sup>i</sup>.**
2. **Greet the person you are writing to:** it is to say ‘hey’ but you need to be formal. So instead of the casual ‘hey’ you should address the recipient with ‘**Dear**’ as a professional greeting<sup>ii</sup>. For example: **Dear Madam, or Dear Mr. Oussama, or Dear Hiring Manager, ...etc.**
3. **Explain your purpose:** you need to include two things in this stage. You need to say what you want to introduce/happen and how you want the recipient to help you. For example:
  - **This e-mail is to provide you with the necessary information about our product and request you for the amount of money you want to offer.**
  - **I am writing to apologize for the technical problem that has happened in our machine, and want you to come to the company headquarters soon.**

- I am an affiliate marketer. I used to introduce many types of products to customers. I am skilled in creative writing and article writing. I would be so grateful if you grant me a chance to introduce myself more in an interview.
4. **Keep your e-mail short and clear:** try your best to make your e-mail short and written in clear sentences<sup>iii</sup>.
5. **Avoid font style, uppercase and emojis:** when writing professional e-mails you should not use *italics*, **colored** and **bold letters**<sup>iv</sup>. As you should not also use emoticons like: ☺ ☹ ...etc
6. **Chose a Closing line that fits your e-mail:** to conclude your professional e-mail you need to leave a gentle touch<sup>v</sup>. For example:
- I will look forward to provide some insightful ideas on this topic next Tuesday.
  - Please find my CV attached to this e-mail.
  - I am looking forward to hearing from you soon.
7. **Mark up the end of the e-mail:** you need to make one last expression that marks the end of your e-mail<sup>vi</sup>. Like:
- Sincerely,
  - Your truly,
  - Appreciatively,
  - Respectfully,

## ✚ Example of professional e-mail:

Subject Line: Resignation-Aissa Djehiche

Dear Prof. Kbayle Abdul Ghani,

I am writing to submit my resignation from my position as a Teacher of English at the University Center of Salhi Ahmed-Naama, effective July 07.

I am more than grateful to work in such establishment and very glad to accompany you and many brilliant professors for the last four years. Having such experience with both students and teachers would teach anyone teamwork, teaching skills and getting administrative issues done. This of course will make me miss working with you all, and I hope you could stay in touch.

I am looking forward to your assistance for the transition to work near my city.

Yours sincerely,

Prof. Aissa Djehiche

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<sup>i</sup> See, How to Write and Send Professional E-mails, Alison Dolye march 07, 2022. URL: [www.thebalancercareer.com](http://www.thebalancercareer.com)

<sup>ii</sup> Ibid.

<sup>iii</sup> See, How to Write a Perfect Professional E-mail in English: 7 Useful Tips, Daniel Potter. URL: [www.grammarly.com](http://www.grammarly.com)

<sup>iv</sup> See, How to Write and Send Professional E-mails, Alison Dolye march 07, 2022. URL: [www.thebalancercareer.com](http://www.thebalancercareer.com)

<sup>v</sup> See, How to Write a Perfect Professional E-mail in English: 7 Useful Tips, Daniel Potter. URL: [www.grammarly.com](http://www.grammarly.com)

<sup>vi</sup> Ibid.