

WRITING FORMAL EMAILS IN ENGLISH

Below are three emails that I received from students.

a) Read the emails to find the rules of proper email writing.


EMAIL #1

SENDER: Soo6655958qq
SUBJECT:
EMAIL: I CAN'T GO TO CLASS TOMORROW!!! I AM SORRY ABOUT THAT!! SEE YOU MONDAY!! ^o^

EMAIL #2

SENDER: 강진희
SUBJECT: Professor it's meee!
EMAIL: Hello professor. I am Kang Jinhee in your English class. I missed your calss yesterday. I was sick so I can't go to class. ^^;; I am very sory abuot that. I don't know homework! What is homework???
Can you answer my questins quickly??? I am very sorry for my por english. Plz understanding me!!
Thank you profess\or! Have a good day~~~

EMAIL #3

SENDER: Jinseok Park 2013123456
SUBJECT: Homework for yesterday's class (March 21)
EMAIL: Dear Professor Joyce Paek, I am Jinseok Park (2013123456) from your IFLS-003 LD class. I'm sorry for missing yesterday's class. My grandfather is very sick, so I visited him in the hospital. I got the homework from Taewoo Kim in our class. Please see the attached file. Thank you very much Professor. I will be in class on Monday. Sincerely, <div style="text-align: right;">Jinseok Park</div>
 (1 attachment (13.0 KB))

b) With a partner, compare the three emails. Make a list of DOs and DON'Ts for writing formal emails.

DOs	DON'Ts
<ul style="list-style-type: none">➤➤➤➤	<ul style="list-style-type: none">➤➤➤➤

Notes: