

## APPENDIX A: 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

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

### EMAIL #2

<b>SENDER:</b> 강진희
<b>SUBJECT:</b> Professor it's meee!
<b>EMAIL:</b> 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 sorry 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

<b>SENDER:</b> Jinseok Park 2013123456
<b>SUBJECT:</b> Homework for yesterday's class (March 21)
<b>EMAIL:</b> 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="display: flex; justify-content: space-between;"><span>Jinseok Park</span><span> (1 attachment (13.0 KB))</span></div>

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

DOs	DON'Ts
<div>➤</div> <div>➤</div> <div>➤</div> <div>➤</div>	<div>➤</div> <div>➤</div> <div>➤</div> <div>➤</div>

**Notes:**

## **APPENDIX B: WHAT TO INCLUDE IN YOUR EMAIL**

- 1. SENDER:** Your full name (in English if possible)
- 2. SUBJECT LINE:** Tells the professor what the email is about without opening it
  - Homework (May 15)
  - Paragraph Writing #1
  - Absent from class (April 4)
  - Scheduling a meeting
- 3. GREETING**
  - Dear Professor Joyce Paek,
  - Dear Professor Paek,
- 4. SELF-INTRODUCTION:** Give your full name, student number and class code.
  - I am Cindy Lee (2012123456) from your IFLS003-LE Class.
  - I am Shi Young Kim (2012123456) from the Monday, Wednesday, Friday 2 PM class.
- 5. REASON FOR WRITING**
  - I am writing to ask about yesterday's homework.
  - I am writing because I'd like to know what I missed in today's class.
  - I wanted to let you know that I will be absent from class tomorrow.
  - I'd like to ask you a question about my mid-term score.
- 6. OTHER INFORMATION**
  - A. REQUEST FOR ACTION**
    - Could you let me know what I need to prepare for the next class?
    - I did not understand the homework. Can you please explain it to me again?
    - May I make an appointment with you?
    - When are you available to meet?

## **B. APOLOGIZING**

- I am sorry I was not able to attend class on Monday, May 1. I was absent because I was very sick.
- I apologize for being absent from class yesterday.
- I regret that I wasn't able to tell you ahead of time.
- I got the dates confused. I'm very sorry about that.

## **C. ATTACHING FILES**

- I've attached a copy of my homework.
- Please find the attached paragraph writing file.
- I have included my assignment.

## **7. CLOSING**

- Thank you for your time.
- Thank you for your understanding.
- I appreciate your help. Thank you.
- I appreciate your concern. Thank you.

## **8. SIGNATURE**

Sincerely,  
Minho Lee

Regards,  
Eun-su Park (2013123456)

## **SAMPLE EMAIL**

**SENDER:** Joon Min Chang

**SUBJECT:** Homework (May 15)

**EMAIL:**

Dear Professor Reichmuth,

I am Joon Min Chang (2012123456) from your IFLS003-LE Class.

I am writing to ask about yesterday's homework. Could you let me know what I need to prepare for the next class? I apologize for being absent from class yesterday. I was very sick and had to go to the hospital.

Thank you for your understanding.

Sincerely,  
Joon Min Chang

## APPENDIX C: EMAIL WRITING ASSIGNMENT

1. Write an email that introduces yourself to the teacher.
  - a. Provide basic information about yourself such as name, class, major, etc.
  - b. Tell the professor something interesting or funny about yourself that she can remember you by.
  - c. Explain what your strengths and weakness are when it comes to English.
  - d. Give a detailed explanation of what you would like to improve or learn during this semester in English. Be specific.
  - e. Attach a recent photo of yourself.
2. Follow the formal email writing format.
3. Use the expressions given in “WHAT TO INCLUDE IN YOUR EMAIL.”
4. Check your email for spelling and grammar mistakes before sending it to the professor.
5. Send your email to: [yourteachersemailaddress@gmail.com](mailto:yourteachersemailaddress@gmail.com)



## **Assignment Checklist**

### **Did you remember to....?**

*Read through your finished email and use this checklist to make sure you included all the parts of an email. Place a check mark next to each task that is completed.*

1. Include all the necessary information in the 'subject line'? \_\_\_\_
2. Include all the necessary information in the 'greeting.' (Choose one expression). \_\_\_\_
3. Include all the necessary information in the 'self-introduction.' (Choose one expression). \_\_\_\_
4. Include all the necessary information in the 'reason for writing.' (Choose one expression). \_\_\_\_
5. Tell the professor something interesting or funny about yourself that she can remember you by. \_\_\_\_
6. Explain what your strengths and weakness are when it comes to English. \_\_\_\_
7. Give a detailed explanation of what you would like to improve or learn during this semester in English. \_\_\_\_
8. Attach Files. (Choose one expression). \_\_\_\_
9. Closing. (Choose one expression). \_\_\_\_
10. Signature. (Choose one expression). \_\_\_\_
11. Check for spelling, grammar, and punctuation errors. \_\_\_\_