Writing a formal email

The subject of the email should be short and specific, no longer than 10 words

The salutation should contain the recipient's name and a suitable greeting ("Hello", "Dear", "Good morning", "Good evening" rather than "Hi", "Hey")

**The body** of the email is usually short, uses correct SPaG and maintains the formal language

Closing should be short indicating the end of your email

The signature needs to be as formal as the email itself. Use your first and last name and include the name of the organisation you work for or belong to.
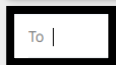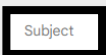
Key buttons to use when sending an email

Gmail — Use your school Google account
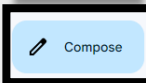
Compose — Click on this button to start a new email

To — Write the email address of the receiver. If your email is addressed to someone at the school, you can type their name and the address will be inserted automatically.

Subject — Write the subject of your email here. It should be no more than 10 words

This allows you to send an attachment with your email.

Click this button to create a hyperlink.

Vocabulary

Sign language – a system of communication using visual gestures and signs, especially used by deaf people

Mime – the theatrical technique of communication used to suggest actions, emotions without words, using only gestures, facial expressions and movement.

Email – a method of sending electronic communication from one device to another

CC (carbon copy) – it sends a copy of the email to others who are not the intended receiver

BCC (blind carbon copy) – it sends a private copy of the email to others who are not the intended receiver

Hyperlink – it creates a link to another location and is activated by clicking on the highlighted word or image

Email signature – a block of text appeared at the end of an email message which often contains the sender's name and contact information, business contact information, email address, a website, logo etc.

Reply – sends your email to one person

Reply all – sends your email to everyone originally included in the email, on **To, CC** and **BCC** lines

Attachment – A file, which could be a piece of work or a picture, that is sent with the email

Person specification – a profile of the ideal candidate the employer is looking for

SPaG – spelling, punctuation and grammar