



مجموعة جامعة
الجميع الذكية
للتعليم القابضة

MIDOCEAN
UNIVERSITY
BY EVERYONE'S SMART UNIVERSITY

English Course

Writing

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FORMAL AND INFORMAL EMAIL

Informal vs. Formal

Informal:

- Written to friends and family
- Accuracy and grammar (spelling and punctuation) are not important
- You can make up your own rules

Example:

Hi Anne,

I miss you so much! Can't wait to see you on Friday!! We haven't hung out in so long! I miss my bestie! Maybe we can go to the movies or dinner or just chill and watch TV and catch up...idc, whichever you want.

Love ya,

Jules

Formal:

- Written to a professor, colleague, boss, etc.
- Must always be professional

Example:

Dear Professor Johnson,

I was unable to attend class today due to a doctor's appointment. When you have a moment, could please let me know what I missed and what homework I need to have completed for Friday?

Thank you,
Julia Smith

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FORMAL EMAIL

Email	To
Email	From
---/---/2019	Date
Noun / Phrase	Subject

- **Formal Greeting**

To Whom it May Concern

Dear Mr./ Ms.

Dear Hiring Manager

- **Body**

- Opening Sentence (I hope this email finds you well)
- Formal Closing (Thanks)

Thank you for your time and effort

- **Ending**

Contact Information

Best wishes,

Name of the Sender,

Position

No (xxxxx)

Opening

Dear Sir or Madam

Dear Sir / Madam

Closing

Yours faithfully (UK)

Sincerely (US)

Writing to someone when you know the name:

Opening

Dear Mr Thomas

Dear Dr Thomas

Dear Ms Smith (use for a married / unmarried woman)

Dear John Thomas

Tips:

- Do NOT use contractions.
 - For example: don't, haven't, I'm, isn't.
- Do NOT write in all capital letters.
- Use formal vocabulary and sentence structure. Do NOT use slang.
 - For more help on this topic please refer to the module Diction & Style:
http://www.menlo.edu/uploads/academics/DICTION__STYLE.pdf
- Proofread the email at least twice and get a second opinion if possible.

Exercises:

Formal vs. Informal

State whether the sentence would be classified as either formal or informal. If informal, change it to formal.

Example:

Hi y'all!

informal; To Whom it May Concern:

1.) I am pleased to inform you that you have won our grand prize.

2.) I hope all is well with your new career choice.

3.) I shouldn't have gone and missed with it!!

4.) I can't help you with that cuz it's too hard.

5.) Hi, how are you?

Find and correct the errors in the following emails:

1.)

Hello Professor Smith,

I'm sorry to tell you but im sick and will not be able to come to class. See ya Wednesday.

Jason

Formal and informal vocabulary

Formal emails use different vocabulary to informal emails.

Formal	Informal
Thank you	Thanks
I would like to apologize for ...	Sorry for ...
I would appreciate it if you ...	Can you ... ?
Would you happen to know ... ?	Do you know ... ?
Unfortunately, I will not be able to ...	I can't ...
I would rather not ...	I don't want to ...



**Write an email to your
professor asking him/her to
postpone the exam.**

Writing a Paragraph

Part
1

Planning Your Paragraph



Topic sentence



Supporting sentences



Conclusion

wikiHo



1- Topic sentence

The topic sentence introduces the main idea that the paragraph is about. It shouldn't reveal too much on its own, but rather prepares the reader for the rest of the paragraph by stating clearly what topic will be discussed.



2. Supporting Sentences

Supporting sentences explain the topic sentence in detail. They expand the main topic and develops the main idea into the explanation. They explain the main topic using examples, facts, quotes, etc. They have to be related to the topic sentence.



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3- concluding sentence.

The concluding sentence of your paragraph should tie everything together. A good concluding sentence will reinforce the idea outlined in your topic sentence, but now it has all the weight of the evidence or arguments contained in your supporting sentences behind it. After reading the concluding sentence, the reader should have no doubt as to the accuracy or relevance of the paragraph as a whole.

Paragraph

a distinct section of writing covering one topic

"The Perfect Paragraph"

Sharks are a group of fish characterized by a cartilaginous skeleton, five to seven gills, and pectoral fins that are not fused to the head. Today's sharks are classified with the Selachimorpha clade, a sister group to the rays. However, the term "shark" has also been used for extinct members of the subclass Elasmobranchii outside the Selachimorpha, such as Cladoseleache. **Under this broader definition, the earliest known sharks date from more than 420 million years ago.**

topic sentence

details

concluding sentence

one topic



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Thank You

