

## Useful Phrases Email

This worksheet will improve your students' email writing abilities and also help them define their own style of email writing.

- Ask your students about their email writing habits. For example:

*How often do they write emails in English?*

*What are they usually about?*

*Do they enjoy writing emails in English?*

*Do they use translation apps?*

- It is recommended to go through the sheet with your students as students tend not to read long lists of information on their own. Take note that the phrases often start in formal register and go down in formality. Discuss the different types of register with your students.
- When you have gone through the worksheet put the students in pairs and ask them to write emails to each other and reply. Example topics below:

*Write to a company regarding a late order.*

*Write to a hotel to book a conference room for an event next month.*

*Write to your colleague to arrange a meeting for next week.*

*Write to your colleague who is visiting from a different branch to confirm her flight details and details of her stay.*