

## Email - Part II *Intermediate Writing*

**Email** = A quick, electronic form of written communication.

- Be concise. Effective emails are short and useful.
- State the issue and what you would like to happen.

**Remember:**

- Use formal writing; it's not a text to friends.
- Keep emails polite with good manners, as if you were meeting in person.
- Complete the *Subject* heading, and use it as part of the opening sentence.



1. Create an email inviting the Montana Quilters Association to your quilt fair. Careful, if you don't include all the needed information, you will receive 500 emails asking for clarification.

**(5-8 sentences)**

Subject:

Dear Montana quilters:

2. You just finished writing *The Joy of Asparagus* and need to persuade Penny Publishing to print it. Send a succinct email summarizing the book, and explain why they should publish it.

**(Exactly 7 sentences)**

Subject:

Dear Sir or Madame:

3. Tim Burr wrote an email asking about his job application at Tom's Toys. Edit and rewrite the following email using better etiquette. **(4-6 sentences)**

Subject: *My soon to be new job.*

*Hey,*

*It's been three weeks, and I haven't heard anything. Tell me what is going on with the job opening. When can I start? I know you're probably busy, but – come on – I should know by now. If it takes any longer, maybe I'll think about working elsewhere. The holiday season is coming up, and I know you will need me at the store to make your services better. Customers will love me! Let me know soon because I have things to do. – Tim B.*

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1. Create an email inviting the Montana Quilters Association to your quilt fair. Careful, if you don't include all the needed information, you will receive 500 emails asking for clarification.

(5-8 sentences)

Subject: *Quilt Fair on May 6, Miles City, MT*

Dear Montana quilters: I am pleased to invite all members and their friends to the quilt fair on May 6 in Miles City, MT. The fair is located at the Town Hall on the corner of Main and Buckeye St. The time is 9:00 a.m. to 4:00 p.m., and lunch will be provided for \$5. Entrance to the quilt fair is free, and those who would like to reserve a booth need to pay \$10 to Mayor Lore at the front door. Parking is available along Main St. or in the neighboring church parking lot.

2. You just finished writing *The Joy of Asparagus* and need to persuade Penny Publishing to print it. Send a succinct email summarizing the book, and explain why they should publish it.

(Exactly 7 sentences)

Subject: *Book submission for publication*

Dear Sir or Madame: I have recently completed my novel *The Joy of Asparagus* and would please like to submit it for publishing consideration. The book details the history of asparagus, its uses, and why it should be considered for the Vegetable Hall of Fame. The book's theme centers on its culinary uses. However, it also offers humorous anecdotes and botanical features. Penny Publishing could market the novel to chefs, cooking homeowners, and those who appreciate asparagus' greatness. My book offers a nice alternative to the many crime and violent novels currently on the store shelves. Thank you for your time.

3. Tim Burr wrote an email asking about his job application at Tom's Toys. Edit and rewrite the following email using better etiquette. (4-6 sentences)

Subject: *My soon to be new job Job Application Update*

Hey,

*It's been three weeks, and I haven't heard anything. Tell me what is going on with the job opening. When can I start? I know you're probably busy, but – come on – I should know by now. If it takes any longer, maybe I'll think about working elsewhere. The holiday season is coming up, and I know you will need me at the store to make your services better. Customers will love me! Let me know soon because I have things to do.* – Tim B.

Good afternoon,

I recently submitted an application for the open position at your store. Could you please provide an update on its status? As the holiday season approaches, I am confident that I could be a helpful employee at the toy shop. Other stores are also hiring at this time, and any guidance provided about your hiring selection would be greatly appreciated. Thank you for your time.