

## Email – Part I

### *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. Complete the following email to the Colorado Tourist Department, asking for information to help write a state report. **(5-8 sentences)**

Subject:

Dear Sir or Madame:

2. Bad news: Your kitchen sink is clogged with potato peelings and an old corndog. Write an email to Paula's Plumbing requesting help. State the situation and all the information Paula needs to know before she arrives with the Uncloggo 2000. **(5-8 sentences)**

Subject:

Dear Paula,

3. Candleworks president, Gina Rett, emailed employees about the new lunch room. Edit and rewrite the following email, making it more professional. **(4-6 sentences)**

Subject: New Lunch Rules for all employees of the fabulous Candleworks

*Hey all people,*

*What's up? We got new rules to talk about. The lunch room kitchen is finally, finally done!! It only took 12 WEEKS!!!! So listen up people. There will be rules to remember, like wearing shoes at all time and not putting feet on the tables (This means you Chris and Gail!!) Always clean up the mess you make, especially the microwave. Throw away all trash and recycle plastics. And most important, throw away old food in the refrigerator, or I'll make someone do it.*

*– Gina The Boss !!!!*

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(Notice the binary code)

1. Complete the following email to the Colorado Tourist Department, asking for information to help write a state report.  
(5-8 sentences)

Subject: Request for information

Dear Sir or Madame: I am writing a report for my class about the state of Colorado and was wondering if I could please request some information? I chose Colorado because of the ski resorts and Rocky Mountains. Could you please send information about the state's basic facts, history, and tourism? Part of the report also includes a project, and I would like to build a 3-dimensional model of the state. May I please also request any literature or maps that could help me understand the geography? Thank you for your time.

2. Bad news: Your kitchen sink is clogged with potato peelings and an old corndog. Write an email to Paula's Plumbing requesting help. State the situation and all the information Paula needs to know before she arrives with the Uncloggo 2000. (5-8 sentences)

Subject: Clogged sink

Dear Paula, I would like to please make an appointment with your services for a clogged kitchen sink. The sink is filled with potato peelings and an old corndog. I have already tried to unclog it with a plunger, but it failed. Some water is able to trickle through the drain. The home address is 1767 Washington Blvd., at cross streets Miller and East. I am available any time of the day between 1-6 pm. Thank you.

3. Candleworks president, Gina Rett, emailed employees about the new lunch room. Edit and rewrite the following email, making it more professional. (4-6 sentences)

Subject: New Lunch Rules for all employees of the fabulous Candleworks. *New Lunch Rules*

*Hey all people,*

*What's up? We got new rules to talk about. The lunch room kitchen is finally, finally done!! It only took 12 WEEKS!!!! So listen up people. There will be rules to remember, like wearing shoes at all time and not putting feet on the tables (This means you Chris and Gail!!) Always clean up the mess you make, especially the microwave. Throw away all trash and recycle plastics. And most important, throw away old food in the refrigerator, or I'll make someone do it. — Gina The Boss !!!!*

Good morning everyone, our long awaited lunch room is finally complete. Here are a few rules ensuring the lunch room remains useable for a long time. Please wear shoes and keep them on the floor. Likewise, any messes need to be promptly cleaned up, including the microwave. Trash cans are provided for recyclable plastics and old, refrigerator foods. Thank you for keeping the lunch room a place we can all enjoy. – Gina Rett