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| Vocabulary used in emailsIn this worksheet, you will learn how to write official emails. First, test your knowledge on which phrases are used where in emails. Sort the phrases into the categories "Subject", "Greeting", "Introduction", and "Closing". |

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| Subject | Greeting |
| Introduction | Closing |

Hello Everyone · Yours faithfully · Good Morning · Meeting Request · Urgent: Action Required · I hope this message finds you well. · Kind regards · I wanted to reach out regarding... · I am pleased to announce... · Dear Team · Application for the job of a sales assistant · Hi [Name] · Best regards · Yours sincerely · I am writing to inform you about... · Thank you for your recent inquiry. · Dear Sir/Madam

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| How to write an emailWhy write an email?
You might write an email to: send info |&nbsp;ask questions | make requests | share updates | confirm details |&nbsp;say thank you

Parts of an email
Subject
Example:A short summary of the email's topic. It should be clear to catch the reader's attention. "Meeting Confirmation for Thursday"
Greeting
Examples:The opening where you address the recipient. It should match the level of formality needed. "Dear …", "Hello …", "Hi …"
Introduction
Example:The first paragraph where you might introduce yourself and explain why you're writing. "I hope this email finds you well. I am writing to confirm the details of our upcoming meeting."
Body
Example:The main part with your message. It should be clear and organized, using paragraphs for different points. "Our meeting is set for Thursday at 2 PM in the conference room. Attached is the agenda. Contact me if you have questions."
Closing / Sign-off
Example:The last paragraph where you wrap up your message and can express thanks. "Thank you for your attention to this matter. I look forward to seeing you on Thursday."Examples:A polite way to end the email. "Sincerely," "Best regards," "Kind regards"SignatureExample: Your name and details like your job title and contact info. John Doe | Marketing Manager | ABC Company | john.doe@example.com |

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| Greetings and sign-offs in emailsWriting greetings and farewells in formal emails
When you write a formal email in English, it is important to use the right greetings and sign-offs. Here are some tips:
Greetings:
Dear [Name]:&nbsp;Use this when you know the person’s name. For example, "Dear Mr. Smith" or "Dear Ms. Johnson." TIP: It is always best to figure out the person's name who you are writing to.Dear Hiring Team / Dear Recruitment Team / Dear Hiring Committee / Dear Submissions Team: If you do not know the person's name you're writing to, this is a good way to still address the correct department.Dear Sir/Madam:&nbsp;You can use this when you do not know the name of the person you are writing to. It is polite and formal. However, it is a bit outdated and not that widely used anymore.

Sign-off:
Yours faithfully:&nbsp;Use this when you started the email with "Dear Sir/Madam." It shows respect when you do not know the person’s name.Yours sincerely:&nbsp;Use this when you started the email with "Dear [Name]." It is polite and formal when you know the person’s name.Remember, using the correct greeting and farewell makes your email look professional and shows respect to the person you are writing to. |

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| Reading an emailRead the following email, then answer the questions. |

To: info@us-languageschool.com
From: Anna Schmidt
Subject: Inquiry About Language School Programs

Dear Admissions Team,

My name is Anna, and I am a student from Germany. I am 14 years old and learning English in school. I am writing to ask about language programs at your school in the USA.

I am very interested in improving my English during the summer holidays. I want to learn more about American culture and make new friends. I have heard that your school offers programs for young people, and I would like to know more.

Can you please tell me what kind of courses are available for students like me? I would also like to know what I need to do to apply for the program. Is there a form I need to fill out or an interview I must attend?

Thank you very much for your help. I look forward to hearing from you soon.

Yours faithfully,
Anna Schmidt

Why does Anna use 'Yours faithfully' at the end of her email instead of 'Yours sincerely'?

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| Your own emailNow it's your turn! Have another look at the info boxes earlier in the worksheet, then read the task below and write your own email. |

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| Task |

# Summer Language Course in New York

The Manhattan Language Institute in New York offers a summer language course for international students aged 13 to 18 who want to improve their English skills. The course lasts four weeks and includes daily classes, interactive workshops, and cultural excursions around the city. Students stay in dormitories close to the school, and the program promises a safe and friendly environment. They mention on their website that they provide a certificate upon completion. Write an email expressing your interest in joining the course and ask questions about the course schedule, accommodation, and any additional fees.

### Your email

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