

You'll have to write Emails to your teachers to send them your work.

Tips

- Use a neutral address. Your Email address should be a variation of your real name, not a username or nickname.
- Use a short and accurate subject header.
- Don't forget to sign with your full name and your class.

Useful phrases

Français	English
Cordialement	(Best) regards
D'ici lundi au plus tard	By Monday at the latest
Dès que possible	As soon as possible
Je vous prie de trouver ci-joint la présentation de ...	Please find enclosed/attached the presentation of ...
Please find attached my report	Vous trouverez mon dossier en pièce jointe
Mettre quelqu'un en copie	To copy somebody
Rappeler quelque chose à quelqu'un	To remind someone of something
Je vous écris afin de demander (une information)	I am writing to enquire about
Je vous écris afin de demander (une chose, un service)	I am writing to request
Merci par avance	Thank you in advance
Merci pour avoir répondu à mon mail	Thank you for your prompt reply Thanks for getting back to me
je vous transmettrai le document finalisé pour Vendredi	I'll write again with the finished document by Friday
J'attends vos remarques et appréciations	I look forward to receiving your feed back
Comme demandé voici ...	As requested, here is my...
J'ai suivi vos instructions et ai ...	Following your instructions, I have...
Veillez trouver en pièce jointe le travail à faire	Please find attached the homework task
Diaporama	Slideshow



Email to academic staff

Tips and useful phrases



Examples of mails

Email 1

Dear Professor Hanes,

This is Brad Johnson from your antec classe Ts3.

I'm sorry for missing class last Thursday, I had a family emergency that I needed to attend to.

I'm hoping that you might be able to give me notes for the material that I missed.

Sincerely,

Brad Johnson

Tsti3

Email 2

Dear Professor Hanes,

Thank you for your help, I greatly appreciate it.

Sincerely,

Brad Johnson

Tsti3

Email 3

Subject: Revisions For Project slideshow

Hi Julien,

I received your slide show yesterday. I read it and I feel that slide n°5 needs more specific information about the advantages and disadvantages of each solution.

I also felt that the tone could be more formal.

Could you amend it with these comments in mind?

Best regards,

Ms L

Email 4

Dear Professor Hanes,

Sorry for my absence in the last class.

I will send you my homework which I intended to turn in two weeks ago. I apologize for that.

Could you please correct it?

I heard from a classmate that we are going to have a test in the next class. Would you kindly let me know some details about the test?

Sincerely,

Brad Johnson

Tsti3



Email to academic staff

Tips and useful phrases



Email 5

Dear Mr Smith,

As a follow-up to our meeting at the trade show in Rome, I am writing to you to arrange a workshop in order to define our future partnership.

I have already contacted Mr Yann and Ms Rose about their availability.

I suggest the one of the four following dates: June 1st, June 12th, June 28th or July 3rd.

Please confirm which date suits you the best.

Yours sincerely,

Daniel Cooper.

Email 6

Hi Richard,

Sorry I can't make it on Thursday.

As I'll miss the meeting, could you please send me a copy of the minutes?

I'll write to Sarah as well, to inform her that I'll not be there. Once again, I'm sorry for this.

I promise I'll be at the next meeting.

Regards,

Claire.

Email 7

Hi guys,

I'm writing to you to remind you that we must tie up all loose ends by next Monday.

Indeed, our current tasks must be finished before the Project Committee meeting. You will find attached the list of pending issues.

Thank you for your help,

Regards,

Cathy.

Email 8

Hi Peter,

Could you please tell me the current status on your tasks asap? I expected them last week.

Thank you,

Arthur.

Advice on writing emails

Read the following conversation between Peter and Juan, two work colleagues, about emails in English.



Email to academic staff

Tips and useful phrases



From the context, try to guess what the meaning of the words/phrases in **bold** are. Then do the quiz at the end to check if you are right.

Juan: 'Peter, I have to write an email. It's the first time I've had to write an email for work. Could you help me with some doubts I have?'

Peter: 'No problem, what do you want to know?'

Juan: 'What's the difference between **Dear Sir/Madam** and **Dear Mr** Smith?'

Peter: 'Well, we start an email with both, 'Dear Sir/Madam' is when you haven't had any contact with the person before and 'Dear Mr' is when you have. Both are very formal.'

Juan: 'OK. And when do you finish an email with **yours faithfully** and **yours sincerely**?'

Peter: 'Normally, 'yours faithfully' is used with 'Dear Sir/Madam' and 'yours sincerely' with 'Dear Mr.'

Juan: 'And with titles of people, I suppose Mr is for a man, Mrs is for a married woman. But I've also seen, **Miss** and another one, **Ms**. What's the difference between these two?'

Peter: 'Miss' is for an unmarried woman. 'Ms' is used when you don't know if she's married or not.'

Juan: 'I have another question. When I tell people my email address, I don't know how to say the symbols. It's really difficult when somebody tells me theirs. Normally, I have to ask them to write it down.'

Peter: 'Well, mine is Peter.Jacks_red@yahoo.com. You say it like this Peter **Full Stop** Jacks **Underscore** red **At** yahoo **Dot** com. Remember that when the '.' is before the '@' you always say full stop and when it is after the '@', it's always dot.'

Juan: 'Thanks Peter.'

1. The title for an unmarried woman, is
2. When you start an email with 'Dear Sir/Madam', you finish it with
3. The '.' after the @ in an email address is called
4. When you finish an email with 'yours sincerely', you start the email with
5. The '@' symbol, is called
6. If you don't know if a woman is married or not, you can use
7. When you finish an email with 'yours faithfully', you start it with
8. The '.' before the @ in an email address is called
9. When you start an email with 'Dear Mr/Mrs/Miss/Ms', you finish it with
10. The '_' symbol, is called



Email to academic staff

Tips and useful phrases



Formal / informal phrases

Match the informal phrases (1-15) to the more formal/neutral equivalents (a-o)

1. What do you need?
2. Thanks for the email of 12 Feb
3. Sorry, I can't make it.
4. I'm sorry to tell you that ...
5. I promise ...
6. Could you ...?
7. You haven't ...
8. Don't forget ...
9. I need to ...
10. Shall I ...?
11. But.../ Also... / So...
12. Please could you ...
13. I'm sorry for ...
14. Re ...
15. See you next week.

a. With regard to ...
b. I can assure you that...
c. We note from our records that you have not...
d. Please let us know your requirements.
e. I was wondering if you could
f. We would like to remind you that ...
g. I look forward to meeting you next week.
h. Thank you for your email received 12 February
i. I am afraid I will not be able to attend
j. Would you like me to ...?
k. I would be grateful if you could ...
l. Please accept our apologies for ...
m. It is necessary for me to ...
n. We regret to advise you that ...
o. However.... / In addition ... / therefore...