

EMAIL

CONNECT. INFORM. RESPOND.

To: james_lee@school.com

Cc: info@school.com

Subject: Science Project Help

Hi James,

I hope you're well. I'm emailing to ask if you could help me with the science project.

I'm not sure about the experiment we need to do and I was wondering if we could meet after school tomorrow to go through it together.

It would really help me understand it better.

Thanks so much! 😊

Best wishes,
Alex

KEEP IT
CLEAR &
FRIENDLY!

GOOD EMAILS
GET RESULTS!

PURPOSE



TO COMMUNICATE
INFORMALLY AND
EFFECTIVELY.

KEY FEATURES



GREETING



CLEAR
PURPOSE



FRIENDLY
TONE



PARAGRAPHS



CLOSING
REMARKS



SIGN OFF

TENSES USED



PRESENT SIMPLE

for general statements
and facts



PRESENT CONTINUOUS

for actions happening
now or around now



PRESENT PERFECT

for experiences
or results



PAST SIMPLE

for past events
or actions



FUTURE (WILL)

for plans or offers

DO



- ✓ Be clear and polite
- ✓ Use paragraphs
- ✓ Get to the point
- ✓ Check spelling and grammar
- ✓ End with a friendly sign off

DON'T



- ✗ Use slang or text abbreviations
- ✗ Write in ALL CAPS
- ✗ Be too vague
- ✗ Forget the subject
- ✗ Send without proofreading