

Formal email

Communicate a clear request or update efficiently

COMMON FORMS

School, workplace, project communication

TEXT SHAPE

Subject → greeting → purpose → necessary details → action or deadline → sign-off

FEATURES AND LANGUAGE

Polite openings; direct requests; concise paragraphs; modal verbs

PLAN AND TEACH IT

Put the purpose in the first lines. Make the requested action and any deadline easy to find.

tone and register

Courteous, concise and appropriately formal; avoid chat abbreviations.

LINKED CLASSROOM ACTIVITIES

Try: Change the Audience · Choose a Sentence Starter · Build a Sentence from Cards

A MODEL TO NOTICE

Bring a short example. Ask who it is for, what it is trying to do and which feature helps it work. Compare it with a less effective draft.

QUICK CHECKLIST

- ☐ The opening makes the purpose clear: Communicate a clear request or update efficiently.
- ☐ Each part has a clear place and moves the reader towards the purpose.
- ☐ The language features, tone and level of formality fit the reader and situation.

A QUICK CLASSROOM ROUTINE

- 1 NOTICE** Read a model for purpose, shape and audience.
- 2 REHEARSE** Practise a useful sentence or language feature aloud.
- 3 WRITE** Plan, draft and use the guide as a checklist.
- 4 REVIEW** Ask a partner whether the text does its job; revise one feature.
Keep the subject thinking ambitious. Make the language visible, practise it, then fade the support.