

Unit 1 Academic correspondence

By the end of this unit you will be able to

- follow the rules of formal email etiquette
- distinguish between various types of formal letters
- organise and structure different types of letter

Lesson 1 Ready to start

Lead-in

1 Work in pairs and discuss these questions.

- 1 What rules of etiquette do you know?
- 2 Why is it important to follow these rules?
- 3 What is email etiquette, in your opinion?

2 Complete the following formal email etiquette rules. Use the words in the list. You can use some verbs more than once. Add *don't* where necessary.

write attach address be start answer give

- 1 _____ the receiver by name or title.
- 2 _____ a meaningful topic in the subject line.
- 3 _____ in capitals.
- 4 _____ your email with a greeting.
- 5 _____ understandable names to attachments.
- 6 _____ clear, short paragraphs.
- 7 _____ friendly and cordial, but _____ familiar.
- 8 _____ files which are too large.
- 9 _____ within a reasonable time.

3 Which rules are relevant to your professional life? What rules can you add from your own experience?

Formal style

4 Work in pairs. Mark expressions a–l with *I* if they are part of an informal letter to a friend and *F* if they are from a formal academic letter.

- a By the way, are you going to the Statistics Conference, too? If so, I'll take the opportunity to bring you the book you asked for in your previous letter. It's really magnificent. ____
- b My name is Professor Copeland, and I am writing to you in order to request information on the Statistics Conference to be held at your University in November, 2015. ____
- c Yours faithfully,
Rebecca Copeland ____
- d Dear Jane, ____
- e Firstly, could you provide details of the accommodation options? Secondly, I would be grateful if you could provide information on the plenary speakers. ____

- f I wonder if you could share the worksheets you designed for teaching Probability, too?
It'd be wonderful to use them as well. ____
- g Finally, could you please clarify the deadline for registration? ____
- h Hope to hear from you soon. ____
- i Thank you in advance for your help with this. I look forward to receiving your
reply. ____
- j Best wishes,
Rebecca ____
- k Hi, there. I hope you're well, and your kids, too. Thanks very much for the teaching
materials you sent. I used them with my students and they thought they were great. ____
- l Dear Sir or Madam, ____

5 Put the expressions in order to make two letters. What language features helped you complete the task?

6 Tick the features of a formal, academic letter.

- 1 Colloquial expressions, that is expressions used in speaking, are numerous (*What's up?* *Cheers!*). ____
- 2 Full words, not contractions, are used (*will not* instead of *won't*). ____
- 3 Words and phrases that connect sentences meaningfully are used. ____
- 4 The sentences are rather complex. ____
- 5 Shortened versions of words are used (*u* instead of *you*, *r* instead of *are*). ____
- 6 Emotional words like *great*, *superb*, etc. are used. ____

Organising an email / a letter

7 Put these elements of an email in order.

- a Give relevant information on the subject (What do you want to say?)
- b State the aim (Why are you writing?)
- c Describe the action you expect from the addressee (What do you want the addressee to do?)
- d Close your email/letter politely.
- e Open your email/letter with greetings.

8 Match the expressions 1–8 with their functions a–c.

- a starting an email/letter
- b acknowledging receipt of something
- c inviting a response

- 1 I refer to your letter dated ...
- 2 We appreciate your interest in ...
- 3 If you have any further questions, do not hesitate to contact us.
- 4 Thank you very much for sending the information about ...
- 5 I am writing on behalf of the university to invite you ...
- 6 We look forward to hearing from you soon.
- 7 I am writing to apply for ...
- 8 Thank you for your letter of ...

9 Cover Activity 8 and put the words below in order to make sentences.

- 1 reply / are / to / your / looking / we / forward
- 2 our / interest / we / your / appreciate / in / project
- 3 conference / I / on / writing / am / of / the / the / invite / university / behalf / to / you / to
- 4 will / early / appreciated / your / confirmation / be
- 5 contact / do / hesitate / to / us / not

Writing a formal email

10 You have come across an advertisement about a grant for attending a workshop for researchers. Write a short, formal email to the organising committee (100–120 words). Describe your achievements and ask if you fit the criteria to be selected. Use the expressions you have learned in the lesson.

Subject	_____
Opening	_____,
Stating the aim	I am writing to you _____ _____
Giving information	_____ _____
Describing the actions you expect	I would be grateful if you could _____ _____
Closing	_____ _____
Signature	_____