COMMUNICATION STRATEGIES: MEETINGS , REQUESTS AND EMAILS

EMAIL STRUCTURE REVIEW

1.GREETINGS (formal/informal according to the audience and purpose of email)

2.BODY:

a. introduce yourself (if necessary)

b. reason for the email

c. any extra information necessary to fulfill purpose of email, identify attachments if any

3.CLOSING REMARKS AND SIGNATURE

(formal/informal)

WRITING TASK (FOR BINDER , SKILL: GETTING THINGS DONE) 2-4 SENTENCES

Write an email to your coworkers to request a meeting. Identify one purpose of the meeting (to discuss about…..financial situation, HR, health measures, new budget…anything you prefer). Remember to clarify the request by using modals and expressions you know. Finally, remember to follow the email structure shown above.