

References:

1. YDI340 Business English Ders Notları (2007)
2. Akar N. Z., Özkan Y., Tarhan Ş. (2005) “Language and Communication Skills After Graduation”

English Email- Formal

Intro	
	Dear Mr Brown Dear Mrs Brown Dear Ms Brown Dear Fatma

English Email- Informal

Salutation	
	Hi Fatma Hello Fatma Fatma,..... (or no name at all) Hi, Hello,

English Email- Formal

Previous contact	
	Thank you for your email of I apologise for not getting in contact with you before now. Further to your last email,

English Email- Informal

Previous contact	
	Re your email, Sorry I haven't written for ages, but I've been really busy. Thanks for your email.

English Email- Formal

Reason for writing	
	I am writing in connection with I am writing with regard to In reply to your email, here are Your name was given to me by We would like to point out that

English Email- Informal

Reason for writing	
	Just a short note about I'm writing about Here's the you wanted. I got your name from Please note that

English Email- Formal

Informing	
	I am writing to let you know that..... We are able to confirm that I am delighted to tell you that We regret to inform you that

English Email- Informal

Informing	
	Just a note to say We can confirm that Good news! Unfortunately,

English Email- Formal

Attachments	
	Please find attached my report. I'm sending you as a pdf file.

English Email- Informal

Attachments	
	I've attached Here is the you wanted.

English Email- Formal

Ask for information	
	Could you give me some information about I would like to know I'm interested in receiving I'm interested in finding out

English Email- Informal

Ask for information	
	Can you tell me a little more about I'd like to know Please send me

English Email- Formal

Requests	
	I'd be grateful if you could I wonder if you could Do you think I could have? Thank you in advance for your help in this matter.

English Email- Informal

Requests	
	Could you? Can I have? Please I'd appreciate your help on this.

English Email- Formal

Promise action	
	I will I'll investigate the matter. I will contact you again shortly.

English Email- Informal

Promise action	
	I'll I'll look into it. I'll get back to you soon.

English Email- Formal

Offer help	
	Would you like me to? If you wish, I would be happy to Let me know whether you would like me to

English Email- Informal

Offer help	
	Do you want me to? Shall I? Let me know if you'd like me to

English Email- Formal

Final comments	
	<p>Thank you for your help.</p> <p>Do not hesitate to contact us again if you require any further information.</p> <p>Please feel free to contact me if you have any questions. My direct line is</p>

English Email- Informal

Final comments	
	<p>Thanks again for</p> <p>Let me know if you need anything else.</p> <p>Just give me a call if you have any questions. My number is</p>

English Email- Formal

Greeting	
	<p>I am looking forward to hearing</p> <p>I am looking forward to meeting</p> <p>I am looking forward to receiving</p> <p>Give my regards to</p> <p>Best wishes</p> <p>Regards</p> <p>Warm regards</p> <p>Kind regards</p>

English Email- Informal

Greeting	
	<p>Looking forward to hearing</p> <p>Looking forward to meeting</p> <p>Looking forward to receiving</p> <p>Best wishes to</p> <p>Speak to</p> <p>See you soon.</p> <p>Bye</p> <p>Bye for now</p> <p>All the best</p>

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Welcome Email to New Staff Member

To: "Adrienne Moore" <amoore@kcelectronics.com>
Cc: All Staff
From: "Jackie Morris" <jmorris@kcelectronics.com>
Subject: Welcome to our Team!

Dear Adrienne,

Welcome to our Team!

It is a pleasure to welcome you to the staff of KC Electronics. We are excited to have you join our team, and we hope that you will enjoy working with our company.

On the first Monday of each month we hold a special staff lunch to welcome any new employees. Please be sure to come next week to meet all of our senior staff and any other new staff members who have joined us in the month of April. Alice Peters will e-mail you with further details.

If you have any questions during your training period, please do not hesitate to contact me. You can reach me at my email address or on my office line at 340-2222.

Warm regards,
Jackie

Jackie Morris, Sales Manager
jmorris@kcelectronics.com
Tel: 340-2222

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