

**WRITING**

**AN EMAIL**

**TO:**

**SUBJECT:**

**To:** [robinprime@hotmail.com](mailto:robinprime@hotmail.com)

**TO:**

**SUBJECT:**

**To:** [robinprime@hotmail.com](mailto:robinprime@hotmail.com)

**Subject:** **Name | Class | Topic**

**TO:**

**SUBJECT:**

To: [robinprime@hotmail.com](mailto:robinprime@hotmail.com)

Subject: **Name** | **Class** | **Topic**

Subject: 김민호 | Monday 1-A | Homework #1

**TO:**

**SUBJECT:**

To: robinprime@hotmail.com

Subject: Name | Class | Topic

Subject: 김민호 | Monday 1-A | Homework #1

X robinprime@hatmail.com

**INTRODUCTION**

**FORMAL**

**Dear Sir,**

# **INTRODUCTION**

## **FORMAL**

**Dear Sir,**

**Dear Madam,**

# **INTRODUCTION**

## **FORMAL**

**Dear Sir,**

**Dear Madam,**

**Dear Sir/Madam,**



# **INTRODUCTION**

## **FORMAL**

**Dear Sir,**

**Dear Madam,**

**Dear Sir/Madam,**

**Dear Mr. Shaw,**

# **INTRODUCTION**

## **FORMAL**

**Dear Sir,**

**Dear Madam,**

**Dear Sir/Madam,**

**Dear Mr. Shaw,**

**Dear Robin Shaw,**

# **INTRODUCTION**

## **FORMAL**

**Dear Sir,**

**Dear Madam,**

**Dear Sir/Madam,**

**Dear Mr. Shaw,**

**Dear Robin Shaw,**

**Hello Mr. Shaw,**

# **INTRODUCTION**

## **FORMAL**

**Dear Sir,**

**Dear Madam,**

**Dear Sir/Madam,**

**Dear Mr. Shaw,**

**Dear Robin Shaw,**

**Hello Mr. Shaw,**

**Hello Mr. Robin Shaw,**

# **INTRODUCTION**

## **FORMAL**

**Dear Sir,**

**Dear Madam,**

**Dear Sir/Madam,**

**Dear Mr. Shaw,**

**Dear Robin Shaw,**

**Hello Mr. Shaw,**

**Hello Mr. Robin Shaw,**

**Hello Robin Shaw,**

**INTRODUCTION**

**CASUAL**

**Dear Robin,**

**INTRODUCTION**

**CASUAL**

**Dear Robin,**

**Hello Robin,**

# **INTRODUCTION**

## **CASUAL**

**Dear Robin,  
Hello Robin,  
Hi Robin,**



# **INTRODUCTION**

## **CASUAL**

**Dear Robin,**

**Hello Robin,**

**Hi Robin,**

**X Hey Robin,**

**1**

## **INTRODUCE YOURSELF**

- **Introduce yourself**

# 1

## INTRODUCE YOURSELF

- **Introduce yourself**
- *I am 김민호 from Monday 1-A class.*

# 2

## PURPOSE OF EMAIL

- **What is the purpose of the email?**

# 2

## PURPOSE OF EMAIL

- **What is the purpose of the email?**
  - *I am writing you this e-mail because ...*

# **CLOSINGS**

**Regards,**

# **CLOSINGS**

**Regards,**  
**Best regards,**

# **CLOSINGS**

**Regards,  
Best regards,  
Best wishes,**



# **CLOSINGS**

**Regards,  
Best regards,  
Best wishes,  
Sincerely,**

# **CLOSINGS**

**Regards,  
Best regards,  
Best wishes,  
Sincerely,  
Thank you,**

# **REVIEW YOUR EMAIL**

- **Make sure the person's name is correct**
- **Use correct grammar and spelling**

# EXAMPLE

**To:** robinprime@hotmail.com

**Subject:** 김민호 | Monday 1-A | Problem with grade

# EXAMPLE

**To:** robinprime@hotmail.com

**Subject:** 김민호 | Monday 1-A | Problem with grade

**Hello Mr. Shaw,**

# EXAMPLE

**To:** [robinprime@hotmail.com](mailto:robinprime@hotmail.com)

**Subject:** 김민호 | Monday 1-A | Problem with grade

**Hello Mr. Shaw,**

**I'm 김민호 in your Monday 1-A class.**

# EXAMPLE

To: [robinprime@hotmail.com](mailto:robinprime@hotmail.com)

Subject: 김민호 | Monday 1-A | Problem with grade

Hello Mr. Shaw,

I'm 김민호 in your Monday 1-A class. I have a question about my midterm exam grade. Why did I get D+?

# EXAMPLE

To: [robinprime@hotmail.com](mailto:robinprime@hotmail.com)

Subject: 김민호 | Monday 1-A | Problem with grade

Hello Mr. Shaw,

I'm 김민호 in your Monday 1-A class. I have a question about my midterm exam grade. Why did I get D+?

Thank you,  
김민호



# **HOMework #1**

- **Write me an e-mail. [robinprime@hotmail.com](mailto:robinprime@hotmail.com)**

# **HOMework #1**

- **Write me an e-mail. [robinprime@hotmail.com](mailto:robinprime@hotmail.com)**
- **Introduce yourself. [5-10 sentences]**

# **HOMework #1**

- **Write me an e-mail. [robinprime@hotmail.com](mailto:robinprime@hotmail.com)**
- **Introduce yourself. [5-10 sentences]**
- **Do Quiz #1**