



HOW TO WRITE EMAILS



Starting the E-mail

- Hi James!
- My dear father...
- Dear John...
- Hello David...
- Dear Mr, Mrs, Ms...



Opening Sentence

- How are you?
- How's life treating you?
- How's life?
- How are things?
- Any news?
- Anything strange?
- What are you up to these days?



Giving News

- Guess what. I've...
- I've got some good news, my friend.
- Great news John, I've...
- Unfortunately, I've got bad news
- I'm afraid I have some bad news
- Bad news John



Closing Sentence

- Well, that's all for now
- I'd better get back to work here
- I must go
- Looking forward to...
- Take care
- All the best
- All my love



Emails From Ireland English Edition

Yi-Tong Ma



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