

## ***Email writing exercises***

*(1) You just went on a job interview for a position that would be a big step for you, career-wise. You are writing an email to the person who interviewed you, thanking him or her and restating your qualifications and interest in the position, and why you are the ideal candidate for the position.*

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*(2) A potential big, important client is coming in from California to meet with you and your President to learn more about the services offered at your advertising agency. You have to write him with your coordinates, hotel information, directions to your office and entertainment arrangements for the evening he will be here.*

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*(3) You are planning a 25th anniversary surprise party for your parents. You are sending an email to friends and family with the party coordinates and hotel info for the out of town guests. This has to be a surprise. Gifts would not be appropriate, because your parents would probably prefer donations to their favorite charity in their name.*

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*(4) You are having problems with the camera you just bought. The pictures just aren't clear. You cannot reach a customer service agent on the phone, through the website you can only send in an email that explains your problem. The camera is only 2 months old, it doesn't work and you are very upset. You are writing an email explaining the problem with the camera, and need guidance about what to do since it is still under warranty.*

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*(5) You work for a large mail order house. One of your regular customers has just emailed you that she is very upset because the packaging for the \$500 worth of goods that she ordered was ripped and crushed, ruining a few items. She wants compensation and is threatening to no longer do business with you. You have to write her back and deal with the problem.*

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*(6) You are President of a company that has just reported a 35% increase in sales over the past year. You and your shareholders are very excited. You write an email to your management team thanking them for their efforts, and ask them to relay this info to their teams.*

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*(7) You just organized a very successful 3 day meeting for your sales managers at a hotel in Barcelona. You want to send an email to the person at the hotel who helped with the arrangements, both the hotel and entertainment plans, thanking them and letting them know about the successful event.*

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*(8) A good customer has still not paid their \$10,000 bill that is now 60 days overdue. You are obviously very concerned. Your many phone calls have not been returned. You need to write this client to explain exactly what is due and workout a payment plan. You have to tell her that, although you would prefer to not have to go this route, if you don't hear from him/her in a certain amount of days, you will have to refer the account to a collection agency.*

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*(9) You are an accountant that has decided after many years of working in a big company, to set up your own business with a few colleagues. You feel you will be able to offer better and more personalized service. You have to write a letter to you clients telling them about your plans and hoping that you will continue to be able to work with them in your new venture.*

# Exercises On Writing A Friendly Email

**Ensheng Dong**



## **Exercises On Writing A Friendly Email:**

*English for Academic Research: Writing Exercises* Adrian Wallwork, 2024-05-23 This book is based on a study of referees reports and letters from journal editors on reasons why papers written by non native researchers are rejected due to problems with English long sentences redundancy poor structure etc The exercises in this new edition are organized into twelve chapters on punctuation and spelling word order writing short sentences and paragraphs link words connecting phrases and sentences together being concise and removing redundancy ambiguity and political correctness paraphrasing and avoiding plagiarism defining comparing evaluating and highlighting anticipating possible objections indicating level of certainty discussing limitations hedging future work using Large Language Models for writing papers emails and presentation scripts Some exercises require no actual writing but simply choosing between various options In those exercises where extended writing is required model answers are given The exercises can also be integrated into English for Academic Purposes EAP and English for Special Purposes ESP courses at universities and research institutes The book can be used in conjunction with the other exercise books in the series and is cross referenced to English for Research Usage Style and Grammar English for Writing Research Papers English for Academic Research Grammar Exercises English for Academic Research Teacher s Guide Adrian Wallwork edits scientific papers and teaches English for Academic Purposes EAP to PhD students In addition to his many books for Springer he has written course books for Oxford University Press and discussion books for Cambridge University Press

**The complete guide of etiquettes & manners for kids part 3** Akash Gopal Bagade, 2024-01-20 Greetings Dear all readers Kids and parents Welcome to The complete guide of etiquettes it is a guide to fostering a future generation that is not only successful but also kind and respectful Whether you are a parent guardian educator or a young reader this book serves as a valuable resource to instill timeless values and skills that will help navigate life s challenges with confidence and grace We invite you to embark on this journey of discovery and personal growth as we collectively endeavor to create a more sweet and polite world for generations to come So let s start this 100 day s unforgettable journey with us All the best You cannot escape the responsibility of tomorrow by avoiding it today Akash Gopal Bagade

**Channels Level Three (Textbook with Practice Work)** Balkis Wehbe, Sahar Chaer, 2019-02-12 Channels Level Three is an English language textbook with practice work designed for ESL students in intermediate classes It offers teachers practical materials for setting up an ESL friendly classroom Channels Level Three is a holistic language teaching textbook The texts including songs and videos and the pre and postactivities presented in each unit develop students skills in reading listening speaking and writing They equally help students enrich their vocabulary stock grasp essential grammatical concepts sharpen critical thinking and raise cultural awareness Channels Level Three comprises 1 Textbook with Practice Work 2 Audiovisual CD ROM 3 Teacher s Guide Assessment Tests and Answer Key 4 Interactive CD ROM

Business Letter and E-mail Writing: An Indexed Handbook Bruce A. Hird, 2019-05-16 This book is a collection of nearly 250 shortened or

adapted business letters that were actually emailed faxed or posted While the letters vary in complexity and length all samples are comprised of straightforward sentences that upper intermediate readers of English as a second language should have no difficulty understanding and using The book should also be useful for native English speakers seeking a fundamental approach to written business communication and for teachers in need of business writing source material and exercises The book is divided into three parts Part 1 Letter samples and answers to the exercises usually letter revisions Part 2 Exercises original letters situational assignments and sequencing assignments Part 3 Hotel and travel matters

Writing for Academic Success Gail Craswell, Megan Poore, 2011-12-01 Writing for Academic Success is a vital practical guide for any ambitious student If you seek to manage your writing effectively reduce stress and improve your confidence and efficiency this book is for you The authors show you how to acquire communicative rigor in research essays reports book and article reviews exam papers research proposals and literature reviews through to thesis writing posters and papers for presentation and publication This second edition has been fully revised to reflect the online learning explosion The authors provide insightful new material about how to work productively in different online contexts such as with blogs and wikis setting up an e portfolio and raising an online profile They also set out a focused guide to issues unique to digital communication and working with and across different media and technologies The book includes advice on common writing concerns cross cultural and inter disciplinary practices a list of helpful words and phrases and subject specific examples of writing ranging from economics to philosophy to medicine Writing for Academic Success is essential for undergraduate and postgraduate students both in taught courses and conducting research Student Success is a series of essential guides for students of all levels From how to think critically and write great essays to boosting your employability and managing your wellbeing the Student Success series helps you study smarter and get the best from your time at university

**Cambridge English Empower Elementary Teacher's Book** Adrian Doff, Tim Foster, Ruth Gairns, Stuart Redman, Wayne Rimmer, 2015-01-29 Cambridge English Empower is a general adult course that combines course content from Cambridge University Press with validated assessment from the experts at Cambridge English Language Assessment The Elementary Teacher's Book offers detailed teaching notes for every lesson of the Student's Book It also includes extra photocopiable activities keys to exercises and extra teaching notes

Italian Grammar with Exercises Editorial Karibdis, Italian Grammar with Exercises is an essential resource for anyone looking to master the intricacies of the Italian language from beginner students to more advanced learners seeking to refine their skills This comprehensive guide offers a clear and detailed examination of Italian grammar presenting each topic in an accessible format that combines explanations with practical examples Structured to provide a progressive learning experience the book covers all facets of Italian grammar including articles nouns adjectives verbs adverbs prepositions conjunctions and sentence structure The chapters are systematically organized to introduce readers to the building blocks of Italian grammar gradually advancing towards more complex concepts Key features of Italian

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**Grammar First** Ray Barker,Christine Moorcroft,2003 The Grammar First series examines modelled text to illustrate grammatical rules The texts encourage students to apply the grammar they learn and to consolidate it in their writing across all curriculum subjects Each text is accompanied by three categories of activity Read on Write on and Over to you **Writing Skills for Social Workers** Karen Healy,Joan Mulholland,2012-02-29 Social workers are required to communicate in writing for a range of purposes and audiences The new edition of this best selling book aims to raise the profile of writing skills in social work practice It encourages the development of writing techniques which will stand the reader in good stead throughout their professional career Examples of the types of writing covered include Case notes Reports Proposals Literature reviews Journal articles Funding applications Reflective exercises hot tips for effective writing and further reading are included in each chapter The book is also linked to the professional standards that structure training practice and continuing professional development It will be an essential study guide for all students practitioners and managers in social work settings

**face2face Starter Teacher's Book with DVD** Chris Redston,2013-09-12 face2face Second edition is the flexible easy to teach 6 level course A1 to C1 The Starter Teacher s Book offers detailed teaching notes for every lesson keys to exercises and extra teaching notes It also guides teachers through the Student s Book DVD ROM and relates face2face to CEFR levels and English Profile Additionally busy teachers can access photocopiable progress tests and communicative class activities The free DVD in the Second edition Starter Teacher s Book offers classroom videos integrated with the Real World lessons in the Student s Book as well as the entire content of the Teacher s Book in PDF format *Email Marketing for Beginners 2025: How To Get Started with Email Marketing for*

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*Effective Multicultural Teams: Theory and Practice* Claire B. Halverson, S. Aqeel Tirmizi, 2008-06-06 Multicultural and multinational teams have become an important strategic and structural element of organizational work in our globalized world today These teams are demonstrating their importance from the factory floors to the boardrooms of contemporary organizations The emergence of multicultural teams is evident across a variety of organizations in the private public and civil society sectors These developments have led to an increasing interest in the theory and practice of multicultural teams Management educational and training programs are giving increasing attention to these developments At the same time there is emerging interest in research about and study of multicultural teams This book emerged from our teaching research and consulting with multicultural and diverse teams in multiple sectors over the last several years In particular we have developed and refined our ideas about the concepts in this book from teaching an advanced course called Effective Multicultural Teams in the Graduate Program at the School for International Training SIT in Vermont We have learned from the rich background of students who are from and have worked in six continents and who are or plan to be working in the public educational not for profit and for profit sectors Additionally we have engaged with a variety of teams through our consulting and training providing consultation to teams in a variety of sectors and continents as they struggled to become more effective

**Electoral Practice and the Election Commission of India** Manjari Katju, 2023-09-21 A study of the Election Commission's contribution to the Indian democratic process from 1990 to 2019

**Functional Skills English Level 2 - Study & Test Practice** CGP Books, 2019-08-14 This essential Functional Skills English book has everything students need to succeed in the Level 2 English tests It covers every exam board and every topic and skill from the L2 Functional Skills Reading and Writing specifications Everything is explained in CGP's easy to understand style with examples and notes galore Each topic is followed by a page of practice questions so you can learn then test yourself as you go We've included exam style practice papers for Reading and Writing with full answers so you'll know what to expect on the big day Smashing

**Practice-based Evidence for Healthcare** John Gabbay, Andrée le May, 2010-11-19 Despite its gold standard status the EBP movement is faltering because while much effort has gone into developing an idealised model of the way clinicians ought to use best evidence there is less understanding of why they often

don t This book examines how clinicians do actually develop and use clinical knowledge [irs Best Practice in HR Handbook](#)  
Neil Rankin,2009-11-03 This handbook provides HR professionals with a comprehensive desktop reference guide to best practice It draws on new and exciting IRS research surveys and case studies and has been written in a practical way making full use of checklists and examples Providing best practice guidelines from named organizations this new handbook is designed to show you how to approach a wide range of HR and related areas The handbook also gives you compliance material in an easy to use format clarifying what the law requires **Two By Two: English Language Companion**

**Workbook** Pasquale De Marco,2025-04-16 Two By Two English Language Companion Workbook is an immersive and comprehensive guide designed to transform your English language learning journey This meticulously crafted workbook is your steadfast companion providing a structured and engaging path to mastering the English language Whether you are a beginner seeking a solid foundation or an intermediate learner striving for fluency Two By Two will guide you every step of the way Within these pages you will embark on a captivating voyage through the world of English grammar vocabulary listening speaking reading and writing Each chapter is meticulously structured to build upon the previous one ensuring a seamless progression in your learning journey You will explore the intricacies of English grammar expanding your vocabulary and honing your listening and speaking skills You will delve into the depths of English literature uncovering the beauty of language and the power of storytelling Two By Two recognizes the importance of cultural context in language learning You will gain valuable insights into English speaking cultures customs and traditions enabling you to communicate effectively across borders Real world scenarios and practical applications bring the language to life preparing you for various situations from business meetings to social interactions More than just a textbook Two By Two is an indispensable resource for lifelong language learning Its comprehensive approach and focus on continuous improvement empower you to achieve your language goals and unlock a world of opportunities Embrace the transformative power of language and embark on an extraordinary journey of self discovery and global connection With Two By Two English Language Companion Workbook you will Master the fundamentals of English grammar and usage Expand your vocabulary with essential words and phrases Develop strong listening and speaking skills for effective communication Engage with English literature and appreciate its cultural significance Gain insights into English speaking cultures and customs Apply your English skills confidently in real world situations Set goals and track your progress towards language fluency Two By Two is your key to unlocking the world of English language proficiency Start your journey today and experience the transformative power of language learning If you like this book write a review on google books



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