

## ***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

**Adrian Vance**



## **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     *Acing Writing in IGCSE English as a Second Language 0510* Dorothy Lung, 2023-07-07 Boost your success in the IGCSE English as a Second Language 0510 exam with this handy study guide Dive into a treasure trove of model answers specifically tailored to Exercises 4 5 and 6 from past years Paper 2 This curated compilation of summaries emails and articles serves as an indispensable resource equipping students with the necessary skills to craft well structured and concise responses Discover the art of clear and effective communication as you explore a range of writing techniques within the prescribed word and time limits Additionally benefit from invaluable tips and notes in crafting summaries emails articles and reports Whether you are aiming for top marks or simply seeking to sharpen your writing process this book provides the essential tools and guidance to excel in the IGCSE English as a Second Language 0510 exam     **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

**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

**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

*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 Grammar with Exercises include Concise Explanations Each grammatical concept is broken down into its essential components with concise explanations that make even the most challenging topics easy to understand Real World Examples To help solidify understanding the book provides a wealth of examples that demonstrate how grammar rules are applied in everyday Italian Varied Exercises Following each topic a series of exercises allows readers to practice and apply what they've learned These range from fill in the blank and multiple choice

questions to translation tasks and creative writing exercises Answer Key An included answer key gives learners the opportunity to check their work and assess their progress as they move through the material Cultural Context Language learning is not complete without cultural immersion The book offers insights into how grammatical structures are intertwined with cultural expressions enhancing the reader's understanding of Italian society Reference Tables Handy reference tables summarise key points such as verb conjugations adjective forms and idiomatic expressions serving as a quick review tool Italian Grammar with Exercises is more than just a grammar book it's a dynamic learning tool that encourages readers to actively engage with the Italian language Its clear structure practical focus and comprehensive content make it an invaluable asset for anyone looking to achieve fluency in Italian Whether you're studying independently or in a classroom setting this book will guide you through the complexities of Italian grammar and help you practice your way to proficiency

**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

**Digital Feedback Methods** Jennifer Schluer, 2022-09-05 Feedback spielt eine entscheidende Rolle im Lernprozess Doch welche Möglichkeiten gibt es Lernprozesse durch digitales Feedback zu unterstützen Dieses Buch bietet Lehrenden und Studierenden ein wissenschaftlich fundiertes Orientierungs- und Anwendungswissen zu digitalen Feedbackmethoden Diese können nicht nur im Online oder Hybridunterricht eingesetzt werden sondern auch den Präsenzunterricht bereichern Die Vorzüge und Grenzen der jeweiligen digitalen Feedbackmethoden werden diskutiert und Umsetzungsempfehlungen abgeleitet Dies umfasst u.a. schriftliches Feedback im Texteditor in Cloud Dokumenten in Chats Diskussionsforen Wikis Umfragen und E Mails sowie multimodales Feedback in Videokonferenzen und per Audio Video und Bildschirmaufnahme Darüber hinaus werden Vorschläge gegeben um verschiedene Methoden sinnvoll miteinander zu kombinieren und Lerndialoge anzuregen

*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

Office Humor Notebook: Funny Lined Journal - Secret Santa Gift for Work (Things I Can't Say in Meetings) Adrian

Vance,2025-09-06 Do you need a place for the thoughts you can't say out loud in a meeting This notebook is the perfect solution for your most honest work related ideas This funny journal provides a space for notes to do lists and all the sarcastic comments you wish you could share It looks professional on the outside but is a safe place for your real thoughts on the inside It is the perfect gag gift for anyone who survives on coffee and sarcasm A Great Gift for Any Office Occasion Secret Santa and White Elephant gift exchanges A birthday present for your favorite coworker A going away gift for a boss or team member A fun prize for office parties or events A personal journal to make your workday better About This Notebook Perfect Size 6 x 9 inches makes it easy to carry Lots of Pages 120 lined pages for all your notes Clean Design A soft matte cover gives it a professional feel Versatile Use Great for meeting notes project ideas or daily tasks Make your next meeting a little more interesting Scroll up and click the Buy Now button to get this funny journal today [LiveABC](#),2021-09-16 108

18 3 1 2 3 Tool Box 18 Section I Basic English Writing and General Writing Skills Unit 1 Writing a Narrative Essay Unit 2 Picture Writing Unit 3 Writing a Postcard Unit 4 Writing a Thank You Message Unit 5 Writing an Invitation Email Unit 6 Writing a How to Article Unit 7 Describing Graphs and Charts Unit 8 Writing an Argumentative Essay Unit 9 Giving Suggestions Unit 10 Tips on Writing Descriptions Unit 11 Explaining Cause and Effect Unit 12 Comparing and Contrasting Section II Advanced English Writing for Specific Situations Unit 13 Writing a College Application Essay Unit 14 Writing a Cover Letter and Resume Unit 15 Writing Business Related Emails Unit 16 Writing a Summary Unit 17 Writing a Review Unit 18 Writing a Reflective Essay *Java Fundamentals* Gazihan Alankus,Rogério Theodoro de Brito,Basheer Ahamed Fazal,Vinicius Isola,Miles Obare,2019-03-15 Enhance your career options with this well crafted object oriented programming language that enjoys the support of an enormous ecosystem of tools and libraries Key FeaturesGet introduced to Java its features and its ecosystemUnderstand how Java uses object oriented programmingBecome an expert Java exception handlerBook Description Since its inception Java has stormed the programming world Its features and functionalities provide developers with the tools needed to write robust cross platform applications Java Fundamentals introduces you to these tools and functionalities that will enable you to create Java programs The book begins with an introduction to the language its philosophy and evolution over time until the latest release You'll learn how the javac java tools work and what Java packages are the way a Java program is usually organized Once you are comfortable with this you'll be introduced to advanced concepts of the language such as control flow keywords You'll explore object oriented programming and the part it plays in making Java what it is In the concluding chapters you'll get to grips with classes typecasting and interfaces and understand the use of data structures arrays strings handling exceptions and creating generics By the end of this book you will have learned to write programs automate tasks and follow advanced courses on algorithms and data structures or explore more advanced Java courses What you will learnCreate and run Java programsUse data types data structures and control flow in your codeImplement best practices while creating objectsWork with constructors and inheritanceUnderstand advanced data

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 Who this book is for  
 Java Fundamentals is designed for tech enthusiasts who are familiar with some programming languages and want a quick introduction to the most important principles of Java

**Step by Step Book 6 Teacher's Guide** Mary McIntosh, 2018-05-08 All you need to encourage a love and enthusiasm for reading and writing from a young age Benefit from the experience of key educators across the Caribbean regions who have carefully designed this resource to give your students exactly the right introduction to the Language Arts curriculum Ensure a steady transition from Creole to Standard English with an introductory section on language acquisition in the Teacher Guides called Language Strategy Cover technicality of grammar vocabulary and syntax using picture cues and writing as well as reading and reading comprehension Offer exposure to many different forms of text with a variety of different text types and genres Connect reading and writing with templates to make sure that students don't fall behind and progress evenly with both This book accompanies the Step by Step Student's Book 6 9781510414204

Business Advantage Intermediate Student's Book with DVD Almut Koester, Angela Pitt, Michael Handford, 2012-01-26 An innovative new multi level course for the university and in company sector Business Advantage is the course for tomorrow's business leaders Based on a unique syllabus that combines current business theory business in practice and business skills all presented using authentic expert input the course contains specific business related outcomes that make the material highly relevant and engaging The Business Advantage Intermediate level books include input from the following leading institutions and organisations the Cambridge Judge Business School IKEA Emirates NBD Isuzu and Unilever to name but a few The Student's Book comes with a free DVD of video case studies

*Successful Scientific Writing Full Canadian Binding* Janice R. Matthews, John M. Bowen, Robert W. Matthews, 2000-10-26 A user friendly guide to good writing in the biological and medical sciences

*International Legal English Teacher's Book* Jeremy Day, Amy Krois-Lindner, TransLegal, 2011-07-28 International Legal English Second edition is the definitive course for students who need to work in the international legal community International Legal English Teacher's Book is an essential companion for any teacher wishing to use International Legal English Second edition in the classroom The book offers invaluable background information about the law topics discussed giving teachers the confidence to explore these topics with their students The Teacher's Book guides the teacher through the exercises in the book and suggests optional consolidation activities along the way It includes over 50 extra photocopiable activities and adds a whole new communicative dimension to the course with lots of ideas for discussion and role plays

**ChatGPT Mastery for Students & Professionals** Prabhu TL, 2025-04-28 Are you ready to transform how you learn work and grow with AI Whether you're a student aiming for academic excellence a professional seeking to future proof your career an entrepreneur wanting to innovate faster or a lifelong learner ready to embrace the future this book is your ultimate guide In ChatGPT Mastery for Students Professionals you'll discover how to move beyond basic usage and unlock the true potential of ChatGPT You'll learn

how to think create solve and succeed faster smarter and more strategically than ever before Inside You ll Learn How ChatGPT really works and how to collaborate with it like a pro Prompt engineering secrets for getting precise powerful results Study hacks and learning accelerators for exams essays and skill building Career boosters resumes interview prep professional writing and more Business applications content creation idea generation project management Ethical AI usage staying smart responsible and future ready How to save organize and automate your work with AI How to personalize ChatGPT to your goals and style How to avoid common mistakes that hold users back A 30 Day ChatGPT Mastery Challenge to turn skills into daily habits Why This Book Unlike many guides that only scratch the surface this book gives you a full mastery roadmap from basic to advanced from tactics to mindset Students will learn how to study smarter generate ideas faster and ace exams with confidence Professionals will streamline work supercharge communication and become indispensable in a tech driven world Creators and entrepreneurs will unlock endless inspiration productivity and business growth tools No technical background required just curiosity action and ambition Who Should Read This Book Students who want to excel and stay ahead of the curve Professionals who want to sharpen their edge and grow faster Entrepreneurs who want to innovate smarter not harder Writers researchers and content creators looking to multiply their creativity Anyone who believes the future belongs to those who collaborate with AI not fear it AI is not replacing you But someone who uses AI better might Master ChatGPT today and you won t just survive the AI era you ll lead it Your future is one smart prompt away Start your mastery journey now

Gurdjieff Practice Book Bruno Martin,2022-07-05 This unique practice book elaborates in depth the Gurdjieff method and ways for a creative and harmonious training of body soul and spirit This book informs intelligible about all aspects of the method This can help to train one s perception and insight An introduction to the teachings of Gurdjieff his sacred dances also called movements and the famous symbol of the Enneagram complete the book The exercises shown are build up modular so that the development of consciousness can unfold harmonically The experiences won by this process can contribute to a creative way of life for oneself and to the well being of all other human beings

**Utilizing AI Tools in Academic Research Writing** Srivastava, Anugamini Priya,Agarwal, Sucheta,2024-05-02 Those entrenched in academia often have daunting processes of formulating research questions data collection analysis and scholarly paper composition Artificial intelligence AI emerges as an invaluable ally simplifying these processes and elevating the quality of scholarly output Where the pursuit of knowledge meets the cutting edge of technology Utilizing AI Tools in Academic Research Writing unfolds a transformative journey through the symbiotic relationship between AI and academic inquiry It offers practical insights into the myriad ways AI can revolutionize academic pursuits This book extends beyond theoretical discussions delving into practical dimensions of AI integration demonstrating how it facilitates topic identification refines research design empowers data analysis and enriches literature reviews Readers will explore AI s indispensable role in precise hypothesis development enhancing the very foundation of academic inquiry The book introduces AI powered tools



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**ENGLISH FOR BUSINESS COMMUNICATION** Ifeoluwapo Wumi, 2025-03-27 English For Business Communication Mastering professional Communication for Career Success is a comprehensive resource designed to help professionals entrepreneurs and students enhance their communication skills in the business world From writing compelling emails and persuasive business proposals to delivering impactful presentations and handling negotiations this book covers all aspects of effective business communication With real life case studies practical exercises and step by step guidance this book equips you with the tools to communicate clearly confidently and persuasively Whether you re managing teams engaging clients or networking with industry leaders mastering business communication is the key to success This book is your essential guide to navigating the modern business landscape with clarity and confidence

## Unveiling the Magic of Words: A Review of "**Exercises On Writing A Friendly Email**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Exercises On Writing A Friendly Email**," a mesmerizing literary masterpiece penned with a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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