ONE PAGE SUMMARY

Language Learning › Business English › Email Writing

Beginner lessons for Email Writing

Master Email Writing for Business Success!

DEFINITION

> Email writing in business is the skill of composing clear and professional messages. It helps you communicate effectively in a workplace setting.

KEY CONCEPTS

Subject Line

The subject line summarizes the email's purpose and grabs the reader's attention.

Greeting

Start with a polite greeting to address the recipient, setting a professional tone.

Body Structure

Organize the email body into clear paragraphs for easy reading and understanding.

Closing Statement

End with a courteous closing statement to wrap up your message professionally.

Signature

Include your name and contact information at the end to identify yourself.

EXAMPLES

→ Subject: Meeting Request Hi John, I hope this message finds you well. Can we schedule a meeting next week? Best, Jane

→ Subject: Project Update Dear Team, The project is on track for completion by the deadline. Great work! Regards, Mark

MEMORY TIPS

★ Remember 'GBCS' for email structure: Greeting, Body, Closing, Signature.

★ Think of the subject line as a book title; it should entice the reader.

★ Use 'P.E.T.' for polite email: Polite, Engaging, and To the point.

COMMON MISTAKES

✗ Using informal language in a professional email.

✗ Neglecting to proofread for spelling and grammar errors.

✗ Forgetting to include a clear subject line.

QUICK RECAP

Effective email writing is essential in business communication. Focus on structure, clarity, and professionalism. Remember to proofread before sending!