Vocational English I (Mesleki Yabancı Dil I)
Week 5

22.10.2024

Engineering Faculty
Computer Engineering

Prepared by: Dr Ercan Ezin

This week we will work on

WRITING EMAILS

WHY A GOOD EMAIL MATTERS?

- Professional emails are crucial for:
  - Networking,
  - Job applications,
  - Collaborating with colleagues,
  - Communicating with professors.
- A well-written email demonstrates:
  - Respect for the **recipient'**s time,
  - Your professionalism and attention to detail,
  - Your **ability** to communicate effectively in English.

PARTS OF EMAIL-HEADING

Professional Email Salutations

"Dear [First Name],"

"Hi," or "Hello,"

"Greetings,"

"Hi Team," or "Hi All,"

Tips

- ⊗ Avoid gendered language
- ⊗ Avoid exclamation points
- ⊗ Avoid casual language like "Hey,"
- ⊗ Avoid overly formal language such as "Sir" or "Madam"
- ⊗ Avoid using "To Whom It May Concern"
- ⊗ Avoid using times of day such as "Good Morning" or "Good Evening"
- ⊗ Avoid using "Dear [Job Title]," if possible

indeed career guide

Subject Line:

- Clear, concise, and **specific** (e.g., "Project Update: Meeting Request")

Salutation/Greetings:

- Formal (Dear Professor [Last Name], Dear [Mr./Ms./Dr.] [Last Name])

Opening Paragraph:

- State your **purpose** clearly and directly.

PARTS OF EMAIL-BODY

Body Paragraph(s): Provide details, keeping it concise and organized. Use **bullet points** if necessary for clarity.

Closing Paragraph: Summarize your **request** or next steps.

Closing: Professional (Sincerely, Regards, Best regards)

Your Name & Contact Information: Include relevant contact details in your signature.

TIPS FOR EFFECTIVE EMAILS

Audience Awareness:

Use a formal tone and appropriate language. Avoid slang, jargon, and humour that might be **misinterpreted**.

Conciseness:

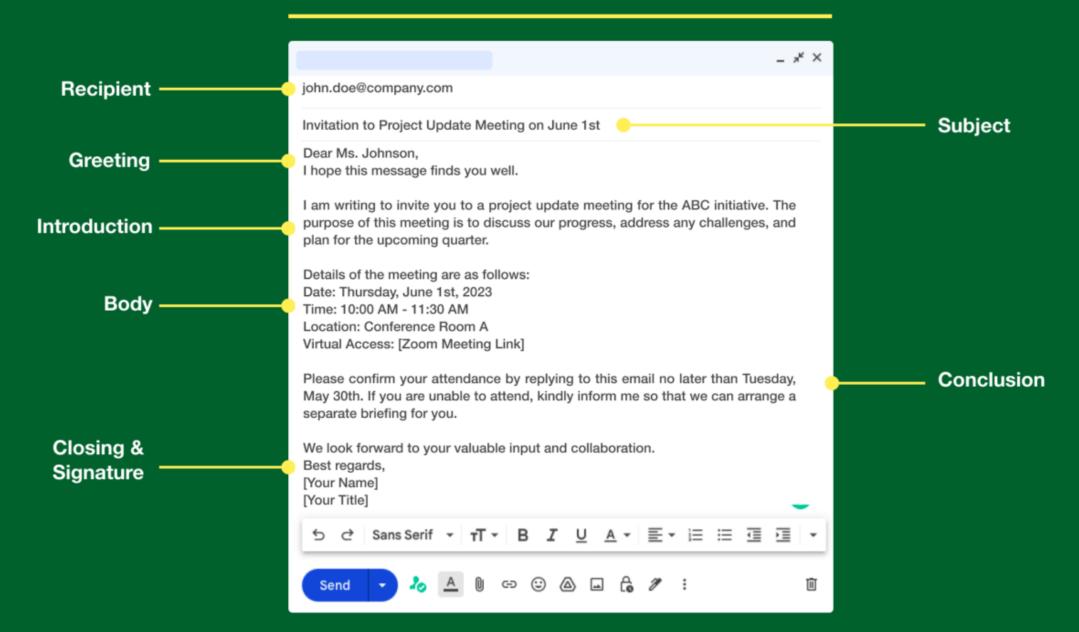Get to the point quickly and respect the reader's time.

Clarity:

Use simple and direct language. Avoid long, complex sentences.

Proofreading:

Always **proofread** for grammar, spelling, and punctuation errors. It's helpful to read your email aloud to catch errors.

How to Write a Formal Email?

Recipient — john.doe@company.com

Subject — Invitation to Project Update Meeting on June 1st

Greeting — Dear Ms. Johnson,
I hope this message finds you well.

Introduction — I am writing to invite you to a project update meeting for the ABC initiative. The purpose of this meeting is to discuss our progress, address any challenges, and plan for the upcoming quarter.

Body —
Details of the meeting are as follows:
Date: Thursday, June 1st, 2023
Time: 10:00 AM - 11:30 AM
Location: Conference Room A
Virtual Access: [Zoom Meeting Link]

Conclusion — Please confirm your attendance by replying to this email no later than Tuesday, May 30th. If you are unable to attend, kindly inform me so that we can arrange a separate briefing for you.

Closing & Signature —
We look forward to your valuable input and collaboration.
Best regards,
[Your Name]
[Your Title]

Sans Serif · B · I · U · A

Send

EXAMPLE FORMAL EMAIL

Dear Professor Henley,

I am writing to inform you that, unfortunately, I am unable to continue to attend the Logic II course this semester. I would like to request permission to **defer** as I understand that this is only possible with your approval.

The issue is that I am currently doing an internship with ABC Ltd. It started in July and will continue until the end of the semester. The internship takes up 25 hours per week and I am **concerned** that it does not leave me with enough time to study. I have already asked if I can **reduce** my hours there, but this is not possible.

With your **approval**, I could take Logic II next semester instead. I realise that this would mean a heavier **workload** than usual next semester, but I **assure** you that I would be able to manage my time and **keep up**.

Thank you for considering my request and I would be happy to come in and discuss the **matter** further.

Regards,
Sarah Price

EXAMPLE FORMAL EMAIL

- **Subject: Software Engineer Application**

Dear [Hiring Manager's Name],

I am applying for the Software Engineer position at [Company Name]. With a strong background in [Relevant programming languages] and a **passion** for **innovation**, I am confident in my ability to contribute to your team.

My [Institution] education and projects have **equipped** me with skills in [Specific skills, e.g., algorithm, software development]. I am particularly interested in [Company Name]'s work on [Specific project or product].

Please find my resume attached, which details my **qualifications** and **experiences**. I would welcome the opportunity to discuss how I can **contribute** to your team's goals.

Thank you for your time and consideration.

Sincerely,

[Your Name] [Your Email] [Your Phone Number]

LISTENING

Learning English For Work

Short podcasts to help you improve your English at work. Find more programmes and activities at *www.bbclearningenglish.com*

1- Office English: Writing Emails
Learning English For Work

In this episode of Office English, Pippa and Phil talk about their email habits and suggest some useful phrases for different situations.

https://www.bbc.com/learningenglish/english/features/office-english/240129

ANSWER THESE QUESTIONS

➢ **Question**: Should an email always be as formal as a letter?

➢ **Question**: Can "Hi" be used as a greeting in most emails, according to Phil?

➢ **Question**: Is it necessary to include the recipient's name when starting an email with "Dear"?

➢ **Question**: Does Pippa suggest using "Good morning" or "Good afternoon" as an alternative greeting in emails?

➢ **Question**: Should you include a smiley face in emails when writing to someone you don't know well?

WORDS OF THE WEEK

- Recipient
- Ability
- Specific
- Purpose
- Bullet points
- Request
- Misinterpretation
- Proofread
- Particularly
- Aspect
- Consideration
- Defer
- Concerned

- Reduce
- Approval
- Workload
- Assure
- Keep up
- Matter
- Equipped
- Qualifications
- Experiences
- Contribute
- Passion
- Innovation

PS: Keep a journal where you note these words with their meanings and usages in a sentence.

GROUP WORK

PREPARE YOUR PEN AND PAPERS

WRITE A FORMAL EMAIL

Submit your group email to me

dr.ercan.ezin@gmail.com

- Topic can be job application, internship, collaboration or any other topic.
- Make sure you follow the Formal Email Etiquettes.

EOF*

*End of Fun/File

REFERENCES/CREDITS

1. Dr Zeynel Abidin Samak- Professional English Course notes-Given at Adiyaman University
2. BBC Learn English Podcast