



Lesson five: Tips for Writing Professional E-mails

The more you know how to sound professional, the more you get recognized in the professional settings (academic and business settings). One way to sound professional is to know how to write professional e-mails to ensure proficiency in communication. In the previous lesson we defined formal e-mail as ‘a professionally written mail’. This means that formal e-mails and professional e-mails are the same. However this lesson is provided to determine what to do and what not to do to sound more professional in e-mails writing. Below are tips to do so:

- 1. Make a Subject line:** it is to provide a short statement of the purpose of the e-mail. For example: **English Teacher Position. Request for Extension. Or Request for Recommendation...etc**
- 2. Greet the person you are writing to:** it is to say ‘hey’ but you need to be formal. So instead of the casual ‘hey’ you should address the recipient with ‘Dear’ as a professional greeting. For example: **Dear Madam, or Dear Mr. Oussama, or Dear Hiring Manager...etc.**
- 3. Explain your purpose:** you need to include two things in this stage. You need to say what you want to introduce/happen and how you want the recipient to help you. For example:
 - **This e-mail is to provide you with the necessary information about our product and request you for the amount of money you want to offer.**
 - **I am writing to apologize for the technical problem that has happened in our machine, and want you to come to the company headquarters soon.**
 - **I am an affiliate marketer. I used to introduce many types of products to customers. I am skilled in creative writing and article writing. I would be so grateful if you grant me a chance to introduce myself more in an interview.**
- 4. Keep your e-mail short and clear:** try your best to make your e-mail short and written in clear sentences.
- 5. Avoid font style, uppercase and emojis:** when writing professional e-mails you should not use *italics*, **colored** and **bold letters**. As you should not

also use emoticons like: ☺ ☹ ...etc

6. Chose a Closing line that fits your e-mail: to conclude your professional e-mail you need to leave a gentle touch . For example:

- I will look forward to provide some insightful ideas on this topic next Tuesday.
- Please find my CV attached to this e-mail.
- I am looking forward to hearing from you soon.

7. Mark up the end of the e-mail: you need to make one last expression that marks the end of your e-mail. Like:

- Sincerely,
- Your truly,
- Appreciatively,
- Respectfully,

Example of professional e-mail.

Subject line: Assignment hand in

Dear Mr Johnson,

Thank you for your feedback concerning the assignment. I have completed the task and am able to hand it in tomorrow. Please let me know what time you will be available.

I look forward to finishing this module. You have been a great teacher, truly.

Sincerely,

James Smith.