

How to write an email in English

STEP 1: THE SUBJECT LINE

The subject line is the first thing that is visualized by the reader and often it determines if your email is going to be read or not. It has to be clear and catch your reader attention!

In English, in a title there are few rules to follow: Nouns, Verbs, Adjectives, Adverbs, Pronouns and Conjunctions longer than 4 letters must be capitalized. While Prepositions, Conjunctions shorter than 4 letters and Articles must be non-capitalized.

For example: "*Summary of Last Night's Movie*" or "*Missed Yoga Class*".

STEP 2: WRITING STYLE

Try to make your sentences short and easy. In English you can use lots of periods. Keep it short and simple.

STEP 3: KEEP YOUR READER IN MIND

How to talk to your reader is the most important thing to keep in mind. The way you write the email depends on the relation you have with your reader.

If it is a **formal email** you can open using these examples: "*To Whom It May Concern,*", "*Dear Mr/Ms/Dr,*" and you can close using "*Sincerely*" or "*Best Regards*", "*Kind Regards*" followed by your name.

If it is a **less formal email** you can still open with "*Dear Mr/Ms/Dr*" and the name of the reader and close it with "*Regards,*" or "*Best,*" followed by your name.

STEP 4: BE POLITE, POSITIVE AND PROACTIVE

In your email try to be polite, it is very important to thank your reader. For example, if you want to communicate a deadline you won't write "*I need this by tonight*" but you can write "*I was wondering if it would be possible to have this by tonight*". Or to communicate a disagreement you don't write "*It's a bad idea*" but "*To be honest, I am not sure it would be a good idea*".

STEP 5: ALWAYS READ YOUR EMAIL BEFORE SENDING IT

If you don't read your email you might leave some mistakes and you might seem sloppy. Always check for spelling mistakes and grammar. After that, you can send your email :)