

How to Write a Formal Email (Mittelstufe)



Name:

Date:



Vocabulary used in emails

In this worksheet, you will learn how to write official emails. First, test your knowledge on which phrases are used where in emails. Sort the phrases into the categories "Subject", "Greeting", "Introduction", and "Closing".

Subject

Greeting

Introduction

Closing

Application for the job of a sales assistant · Yours sincerely · I wanted to reach out regarding...
· Dear Team · Dear Sir/Madam · Hello Everyone · I am writing to inform you about... · Meeting
Request · Urgent: Action Required · Thank you for your recent inquiry. · Kind regards · Good

Morning · Hi [Name] · Best regards · Yours faithfully · I am pleased to announce... · I hope this message finds you well.

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How to write an email

Why write an email?

You might write an email to: send info | ask questions | make requests | share updates
| confirm details | say thank you

Parts of an email

Subject

A short summary of the email's topic. It should be clear to catch the reader's attention.

Example: "Meeting Confirmation for Thursday"

Greeting

The opening where you address the recipient. It should match the level of formality needed. **Examples:** "Dear ...", "Hello ...", "Hi ..."

Introduction

The first paragraph where you might introduce yourself and explain why you're writing.

Example: "I hope this email finds you well. I am writing to confirm the details of our upcoming meeting."

Body

The main part with your message. It should be clear and organized, using paragraphs for different points. **Example:** "Our meeting is set for Thursday at 2 PM in the conference room. Attached is the agenda. Contact me if you have questions."

Closing / Sign-off

- The last paragraph where you wrap up your message and can express thanks.
Example: "Thank you for your attention to this matter. I look forward to seeing you on Thursday."
- A polite way to end the email. **Examples:** "Sincerely," "Best regards," "Kind regards"

Signature

Your name and details like your job title and contact info. **Example:** John Doe | Marketing Manager | ABC Company | john.doe@example.com

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Greetings and sign-offs in emails

Writing greetings and farewells in formal emails

When you write a formal email in English, it is important to use the right greetings and sign-offs. Here are some tips:

Greetings:

1. **Dear [Name]:** Use this when you know the person's name. For example, "Dear Mr. Smith" or "Dear Ms. Johnson." TIP: It is always best to figure out the person's name who you are writing to.
2. **Dear Hiring Team / Dear Recruitment Team / Dear Hiring Committee / Dear Submissions Team:** If you do not know the person's name you're writing to, this is a good way to still address the correct department.
3. **Dear Sir/Madam:** You can use this when you do not know the name of the person you are writing to. It is polite and formal. However, it is a bit outdated and not that widely used anymore.

Sign-off:

1. **Yours faithfully:** Use this when you started the email with "Dear Sir/Madam." It shows respect when you do not know the person's name.
2. **Yours sincerely:** Use this when you started the email with "Dear [Name]." It is polite and formal when you know the person's name.

Remember, using the correct greeting and farewell makes your email look professional and shows respect to the person you are writing to.

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Reading an email

Read the following email, then answer the questions.



Anna Schmidt

Inquiry About Language School Programs

To: info@us-languageschool.com

Dear Admissions Team,

My name is Anna, and I am a student from Germany. I am 14 years old and learning English in school. I am writing to ask about language programs at your school in the USA.

I am very interested in improving my English during the summer holidays. I want to learn more about American culture and make new friends. I have heard that your school offers programs for young people, and I would like to know more.

Can you please tell me what kind of courses are available for students like me? I would also like to know what I need to do to apply for the program. Is there a form I need to fill out or an interview I must attend?

Thank you very much for your help. I look forward to hearing from you soon.

Yours faithfully,
Anna Schmidt

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Why does Anna use 'Yours faithfully' at the end of her email instead of 'Yours sincerely'?

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Your own email

Now it's your turn! Have another look at the info boxes earlier in the worksheet, then read the task below and write your own email.



Task

Summer Language Course in New York

The Manhattan Language Institute in New York offers a summer language course for international students aged 13 to 18 who want to improve their English skills. The course lasts four weeks and includes daily classes, interactive workshops, and cultural excursions around the city. Students stay in dormitories close to the school, and the program promises a safe and friendly environment. They mention on their website that they provide a certificate upon completion. Write an email expressing your interest in joining the course and ask questions about the course schedule, accommodation, and any additional fees.

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Your email

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.