



TO LEARN  
EMAILS  
VOCABULARY



## Emails

# Emails

What's your email address?

# Emails

## 10 Email Symbols

Say email addresses and website URLs correctly using these symbols

@ at — underscore

. dot - hyphen

/ forward slash \ backslash

# hash \* asterisk

ABC uppercase

abc lowercase



My email  
address is ...



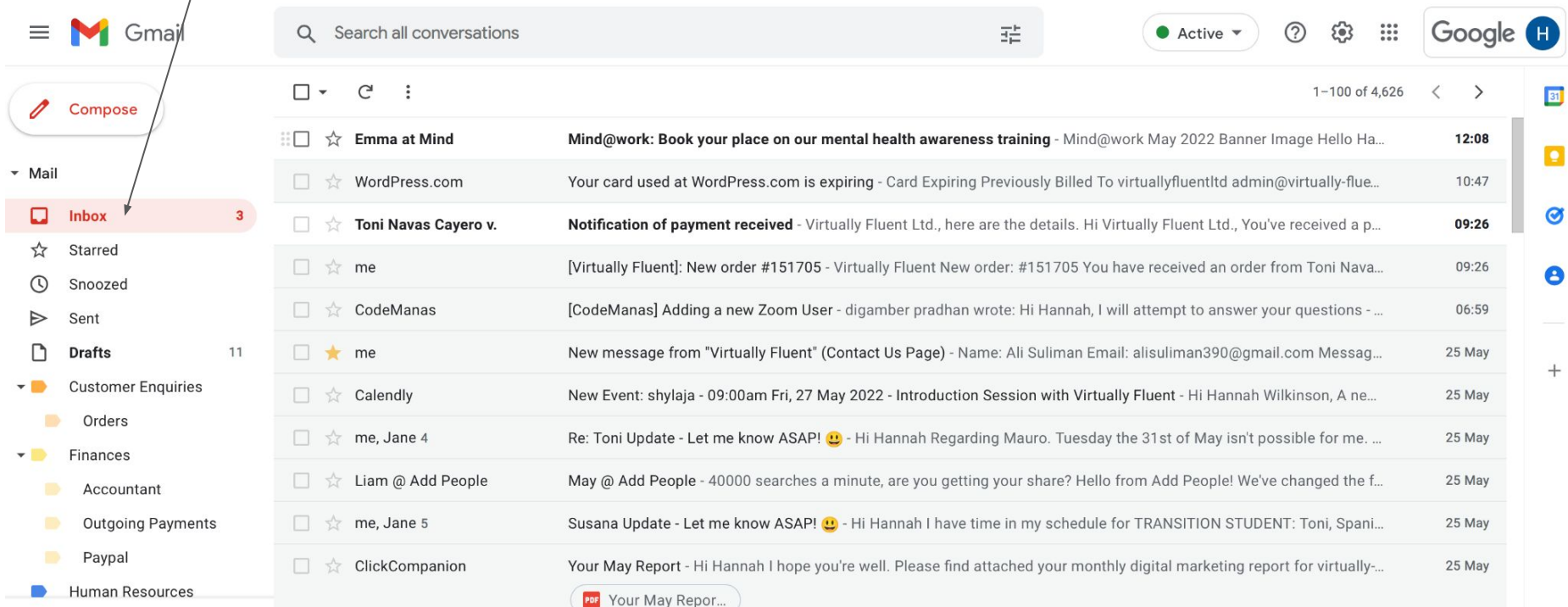
# Emails

- 1) hello@icloud.com
- 2) goodbye\_me@yahoo.com
- 3) abc123-456@hotmail.com
- 4) english/now@aol.com
- 5) learning\emails@abcglobel.com
- 6) happy\_me@gmail.com
- 7) applynow@att.net
- 8) rebeccanewman@hotmail.com
- 9) hello@virtually-fluent.com
- 10) meandyou\_123@yahoo.com

# Emails

What are these parts of an email?

# Emails



**Gmail**

Search all conversations

Active

Google

Compose

Mail

**Inbox** 3

- Starred
- Snoozed
- Sent
- Drafts** 11
- Customer Enquiries
  - Orders
- Finances
  - Accountant
  - Outgoing Payments
  - Paypal
- Human Resources

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1-100 of 4,626
<input type="checkbox"/>	☆ Emma at Mind	<b>Mind@work: Book your place on our mental health awareness training</b> - Mind@work May 2022 Banner Image Hello Ha...	<b>12:08</b>
<input type="checkbox"/>	☆ WordPress.com	Your card used at WordPress.com is expiring - Card Expiring Previously Billed To virtuallyfluentLtd admin@virtually-flue...	10:47
<input type="checkbox"/>	☆ Toni Navas Cayero v.	<b>Notification of payment received</b> - Virtually Fluent Ltd., here are the details. Hi Virtually Fluent Ltd., You've received a p...	<b>09:26</b>
<input type="checkbox"/>	☆ me	[Virtually Fluent]: New order #151705 - Virtually Fluent New order: #151705 You have received an order from Toni Nava...	09:26
<input type="checkbox"/>	☆ CodeManas	[CodeManas] Adding a new Zoom User - digamber pradhan wrote: Hi Hannah, I will attempt to answer your questions - ...	06:59
<input type="checkbox"/>	★ me	New message from "Virtually Fluent" (Contact Us Page) - Name: Ali Suliman Email: alisuliman390@gmail.com Messag...	25 May
<input type="checkbox"/>	☆ Calendly	New Event: shylaja - 09:00am Fri, 27 May 2022 - Introduction Session with Virtually Fluent - Hi Hannah Wilkinson, A ne...	25 May
<input type="checkbox"/>	☆ me, Jane 4	Re: Toni Update - Let me know ASAP! 😊 - Hi Hannah Regarding Mauro. Tuesday the 31st of May isn't possible for me. ...	25 May
<input type="checkbox"/>	☆ Liam @ Add People	May @ Add People - 40000 searches a minute, are you getting your share? Hello from Add People! We've changed the f...	25 May
<input type="checkbox"/>	☆ me, Jane 5	Susana Update - Let me know ASAP! 😊 - Hi Hannah I have time in my schedule for TRANSITION STUDENT: Toni, Spani...	25 May
<input type="checkbox"/>	☆ ClickCompanion	Your May Report - Hi Hannah I hope you're well. Please find attached your monthly digital marketing report for virtually-...	25 May

PDF Your May Repor...

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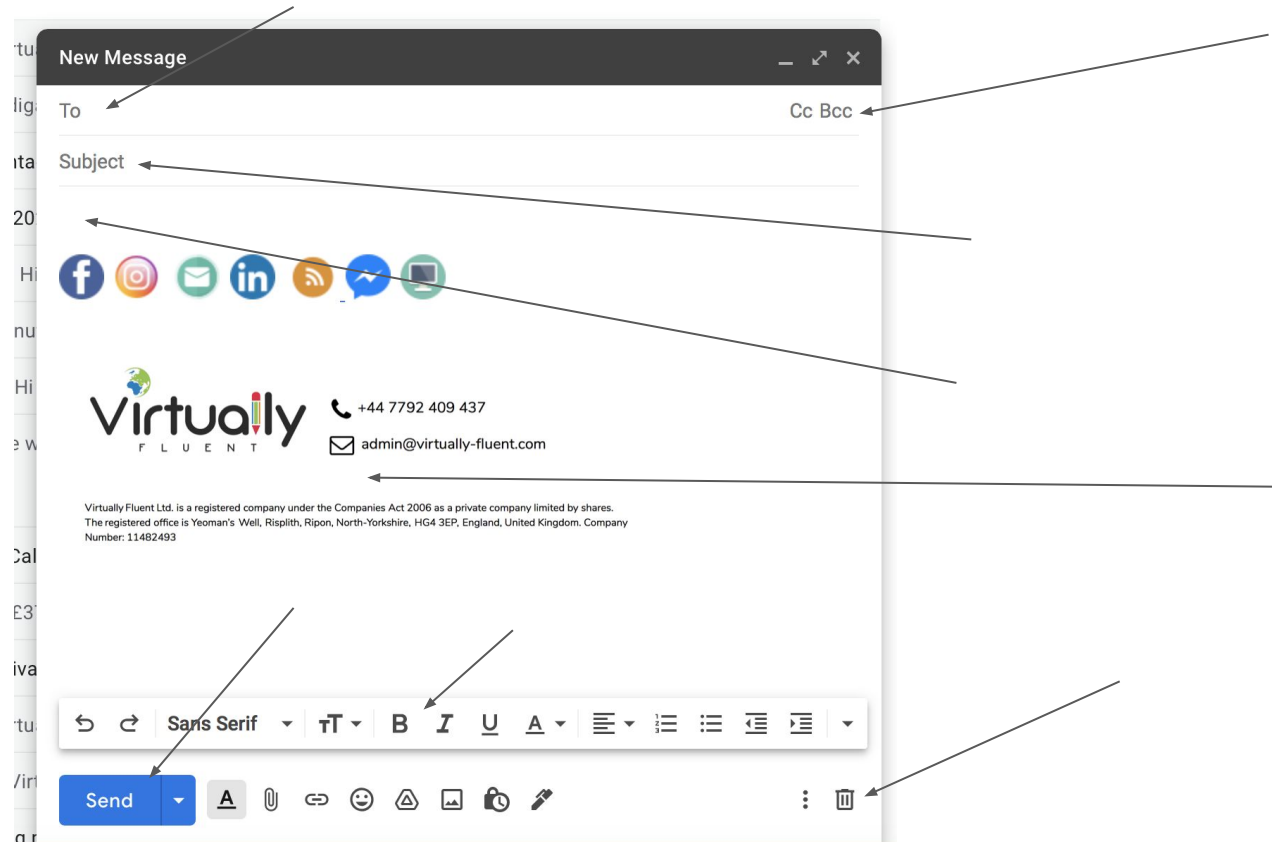
Human Resources

Sender	Subject	Time
Emma at Mind	Mind@work: Book your place on our mental health awareness training - Mind@work May 2022 Banner Image Hello Ha...	12:08
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# Emails



# Greetings

## FORMAL

Dear...

Good morning / afternoon / evening

Greetings

To whom it may concern

## INFORMAL

Hi

Hello (again)

Morning/afternoon/evening ...

# Opening Pleasantry

- ✎ I hope you had a lovely weekend
- ✎ I hope this email finds you well
- ✎ I hope you and your family are well
- ✎ It was lovely to meet you at ...
- ✎ I hope you're well

# Introducing A New Email

- ✎ I am writing in connection with ...
- ✎ I am writing to draw your attention to ...
- ✎ I am writing to express ...
- ✎ I am writing to complain about ...
- ✎ As discussed, ...
- ✎ As we agreed, ...
- ✎ As requested, ...
- ✎ In regard to / regarding / further to ...

# Introducing A Reply

- ✎ It's so nice to hear from you
- ✎ Thank you so much for your email
- ✎ Regarding your previous email, ...
- ✎ In response / reply to ...
- ✎ Thank you so much for sending through ...
- ✎ I appreciate you taking the time to send through ...

# Introducing Yourself

- ✎ I'm a friend / colleague of ...
- ✎ Allow me to introduce myself. I'm ...
- ✎ Please may I introduce myself. I'm ...
- ✎ Perhaps you remember me. I'm ...

# Clarifying Information

- ✎ Sorry, you forgot to send the attachment, please can you resend it?
- ✎ I'm not sure what you mean by this - ...
- ✎ Which ... do you mean?
- ✎ Did you mean to send this?
- ✎ I thought ....
- ✎ I hope this clarifies the situation
- ✎ Do let me know if you need any further clarification
- ✎ Please don't hesitate to contact me if you have any further questions
- ✎ I'll check and get back to you later today

# Apologising

- ✎ Please accept my sincere apologies
- ✎ I'm terribly sorry for ...
- ✎ I apologise (again) for any inconvenience caused
- ✎ We're doing everything we can to ...
- ✎ I can assure you that ...
- ✎ I'll be happy to ...
- ✎ I'll look into the matter urgently and get back to you ...



# Thanking

- ✎ Thank you so much for ...
- ✎ I really appreciate ...
- ✎ I can't thank you enough for ...
- ✎ I'm grateful for ...

# Arrangements

- Are you free ... ?
- Would it be possible to meet ...?
- Does ... work for you?
- What time would be convenient for you?
- Could we do ...?
- Can you please let me know before ...?
- Anytime before/after/on ... is fine
- I'll get back to you later today to confirm
- Yes, I should be able to make it
- Unfortunately, I'm out of the office/ I'll be busy/ occupied
- Would you mind if we put the meeting back to ...

# Attachments

- ✎ Please find attached ...
- ✎ I'm sharing ... with you
- ✎ You'll find ... attached
- ✎ Enclosed is ...
- ✎ The enclosed ... shows ...
- ✎ I have attached / I'm attaching ....
- ✎ Here is ...
- ✎ As agreed/ discussed, I'm forwarding/ sending ....
- ✎ Attached is / are ...
- ✎ So sorry, I forgot to send the document. I have now attached it!
- ✎ I'm sorry you couldn't open the document- I have attached it again

# Complaints

- ✎ I'd like to express my dissatisfaction with ...
- ✎ I'm writing to complain about ...
- ✎ I hope you'll deal with this matter properly
- ✎ I wish to lodge a complaint against ...
- ✎ I'd like to draw your attention to ...
- ✎ ... still hasn't been delivered
- ✎ I would appreciate if you could ...
- ✎ Please send the goods immediately / send a full refund / cancel the order

# Closing Pleasantry

- ✎ I look forward to (+ present participle)
  - ✎ Seeing, hearing from, meeting, speaking
- ✎ With many thanks and best wishes
- ✎ I hope you have a wonderful week ahead / weekend
- ✎ Please don't hesitate to contact me
- ✎ Thank you in advance
- ✎ I await your reply
- ✎ Thank you for your time

# Signature

## FORMAL

Yours sincerely

Yours faithfully

Yours truly

Best regards

Kind regards

Regards

## INFORMAL

Thanks

Many thanks

All the best

Best

Cheers

Bye for now



# Practice 1

Correct the emails

## Email 1

### New Message

To Kelly

Subject Supplier Decision

Hi Kelly,

I hope you find this email well.

I am writing in attention with the pending decision on our new supplier. Unfortunately, the deadline is fast approaching and we need a decision to be made.

Perhaps you'd be interested in meeting to discuss this decision. Does Friday at 4pm work on you? Let me know as possible as soon.

I look forward to hear from you.

Kind thanks,

Sam

Send



## Email 2

New Message

To Sam

Subject Supplier Decision

Hi Sam,

I hope you and my family are well too.

Thank you for your reminder email. Of course, I have made my final decision but would like to run it by you in a meeting. Unfortunately, I'm unoccupied on Friday at 4pm. Would possibly it be to meet at 5pm instead?

I hope you have a lovely weekend advance.

Many best,

Kelly

Send

## Email 3

### New Message

To

Kelly

Subject

Supplier Decision

---

Hello again Kelly,

Thanks for your fastly reply. We're all well and had a wonderful weekend, I hope you did too.

No problem. Yes, 5pm on Friday works at me. I'll book in the meeting online and you'll receive an email confirmation.

Please could you send thought a report outlining your decision alongside a meeting agenda and distribute it to all those involved.

Please hesitate to contacting me if you require any assistance with this.

All best,

Sam

Send

## Email 4

### New Message

To

Sam

Subject

Supplier Decision

---

Morning Sam,

I appreciate really booking in the meeting. I can confirm I've received the meeting details.

As regarding, please attached a report outlining my decision as well as a meeting agenda (all participants Bcc'd in this email).

If you have some questions at all about my decision or would like to add anything to the meeting agenda, please let me know just.

I look forward to meet on Friday.

Kelly

Send

## Email 5

### New Message

To Sam

Subject Supplier Decision

Hi again Sam,

Apologised, I forget to attached the updated version of the report in my previous email - now is attached. I apologise for any convenience caused.

Have a day lovely.

Kelly

Send



TO LEARN  
EMAILS  
VOCABULARY



# REVIEW



## Emails Course



# HOMEWORK

## UPLOAD A WRITING

Link:

<https://virtually-fluent.com/topic/sample-emails/>