

JULY OPEN WORKSHOP

5 Tips to Help You Write Better Emails!



STRUCTURE YOUR EMAILS!

A well-written email is a structured email. In principle, each new idea/thought/topic should take a new paragraph. Greetings, signoffs and your name should also be on a new line, too! In summary:

- New topic = New paragraph
- Greeting, sign off and your name = New line
- Avoid long paragraphs and break up your email for clarity.



USE SUBJECT LINES!

The subject line is the first thing the reader sees. Make sure your subject line is clear, specific and not too long. It's OK to abbreviate your English here to maintain a short length! For example:

- Budget Proposal Requested
- Thank you for your time!
- About New Hiring Process
- Troubleshoot Equipment Issue



PERSONALIZE YOUR MESSAGE!

Use the recipient's name when you greet them (Dear Tom-san) and use their name when making requests (Would you be able to..., Tom-san?)

Not using someone's name feels cold to native speakers so personalize your email wherever possible!

OPENING MESSAGE

A warm greeting or opening message, **before you state your purpose**, helps to build trust and develop your relationship with the reader. Consider one of the following examples if you know the recipient of the email:

- I hope you've been well recently.
- I hope you've been having a good day/week/month.
- How have you been recently, ...san?



GREET, INTRO, BACKGROUND, ACTION AND SIGN OFF!

Follow a 5-part structure for clarity:

- Greeting - Dear [...-san]
- Intro - I am writing to...
- Background - As you know...
- Action - Would you be able to...-san?
- Signoff - Best regards etc.

Take a look at the example on the next page for more details!

WORKSHOP TASK

Give feedback on the emails on the next page and try to suggest 1 way how to improve clarity, readability or structure!

Don't forget that you can send your emails to the English Helpdesk anytime to be checked. The English Helpdesk also runs an Email Writing Course so contact us for more information and a consultation!

Englishhelp@micron.com

EXAMPLE



ABOUT TOMORROW'S MEETING

Dear Zhang-san,

I hope you've been having a good week. I'd like to ask you something about this week's meeting.

As you know, we are scheduled to have a team meeting tomorrow from 15:00. However, I am slightly concerned that our team members won't have many updates to share with you as we've been very busy recently.

Would it be possible to push back the meeting to next Tuesday from 15:00? We'll have lots more to share with you all next week and we can also discuss our budget for Q4.

Best wishes,

Tomo

FIX THESE EMAILS!



HELLO

Hi,

How are you? Can you send me the agenda for today's meeting please?

have a nice day

Honda



WE NEED TO SPEAK ABOUT THE BUDGET FOR NEXT YEAR SO LET'S MEET TOMORROW MORNING

Good morning Pete-San,

I hope this email finds you well! are you free tomorrow morning to speak about next year's budget. I'd like to see you from 10:00 if possible. please let me know your convenience.

thank you and see you,

Best Regards, Miyazaki