

ENGLISH _1

Lecture #6

Department of Agricultural Machines

College of Agriculture

University of Basrah





Writing Skill

- *An Email to book a hotel*
- *An Email to confirm an appointment*
- *An Email to congratulate a colleague*



An Email to book a hotel

► Tips

1. When writing an email to a hotel, you can start with *Hello* or *Dear* (hotel name).
2. Say clearly the dates you want, the room type and whether you want breakfast or not.
3. Don't forget to mention any additional information or special requests.
4. Ask them to confirm your booking. Give them your phone number if you prefer to be contacted that way.



To: info@ascot-hotel.co.uk

From: *your name*

Subject: *Booking 2 nights next week*

Dear Ascot Hotel,

I would like to reserve an accessible single room for two nights with breakfast on the 22 and 23 of April. Could I have a quiet room with a view if possible, please?

I will arrive at about 10 p.m. and I have an early meeting the next morning, so please could you leave an iron and ironing board in the room?

I have a promotional code (MH2219). Please can you confirm that it is £80 per night with breakfast included?

Please could you confirm the booking? Let me know if you need any further information.

Many thanks.

With kind regards,

your name

An Email to confirm an appointment

► Tips

1. If you don't know the person well, start your email with *Dear* + the person's name.
2. For women, use *Ms* + surname unless you know they prefer to use *Miss* or *Mrs*.
3. Say *thank you* if you are replying to their email.
4. At the start of your email, say why you are writing: *I'm writing to* + verb +
5. Write the day (*Thursday*), date (*14 March*) and place (*our Astana offices in the Emerald Towers*) clearly.
6. Explain clearly what they should do when they arrive for the appointment.
7. At the end of your email, you can say *I/We look forward to meeting/hearing from/seeing you soon*.
8. Use *Best regards* or *Best wishes* and sign off with your name and your job title.



From: **your name**, HR Assistant

To: Jane Claret

Subject: Your appointment on 14 March

Dear Ms. Claret,

Thank you for your email.

I am writing to confirm your appointment with our HR manager, Mrs. Sofia Aronov.

Your appointment will take place at 3 p.m. on Thursday 14 March at our Astana offices in Emerald Towers.

When you arrive, please go to the reception on the 26th floor and ask for me. I will take you to Mrs. Aronov's office.

We look forward to meeting you soon.

Best regards,

your name

HR Assistant

An Email to congratulate a colleague

► Tips

1. Write a clear subject line.
2. It's OK to start with *Hi* for an informal or friendly email.
3. Start with your reason for writing:
I'm just writing to say ...
4. Give specific feedback about things that went well:
The content was relevant and interesting ...
It was easy to follow ...
... you thought about the questions people would have.
5. Say what effect their work has had:
I think they were impressed!
I'm sure everyone feels happier about the new system now.
6. You can finish with *See you later* or *Speak soon*.



To: *(your friend's name)*

From: *your name*

Subject: *Great presentation!*

Hi **Jon***(your friend's name)*

I'm just writing to say well done on your presentation this morning. It was not an easy task and I'm glad it went well.

You were well prepared. The content was relevant and easy to follow. You also thought about the questions people would have. I think they were impressed! I'm sure everyone feels happier about the new system now.

If you have time, please could you listen to my presentation for next week?

See you later

Your name