

Resources for Higher Levels (CLB 5-8): Teaching Email Writing

RESOURCES

15 Grammar Goofs that Make You Look Silly

<http://www.netmanners.com/2717/do-you-make-these-grammar-goofs/>

How to Improve Your Email Etiquette

<http://www.wikihow.com/Improve-Your-Email-Etiquette>

Infographic - Tips to Better Email Etiquette

<http://designyoutrust.com/2011/08/exclusive-infographic-email-etiquette-%E2%80%93-more-than-just-manners/>

5 Useful Email Expressions

<https://www.youtube.com/watch?v=itLLVAjXNI>

Parts of a Business Email

http://www.ehow.com/about_5068187_parts-business-email.html

EXERCISES

Email Writing Lesson Plan

<http://www.teachingenglish.org.uk/lesson-plans/email-writing>

Email Writing Worksheets

<http://www.businessenglishonline.net/resources/email-english-worksheets/>

CLASSROOM IDEAS

- ✓ Have students analyze real examples of good and bad emails in pairs and come up with a list of Do's and Don'ts
- ✓ As a class, brainstorm useful email phrases and label them as informal/formal
- ✓ Have students discuss what they think proper email etiquette looks like. Report back results of the discussion to the class. How do the students' answers compare to those in *How to Improve Your Email Etiquette*.
- ✓ Have students practice writing emails, exchange them with one another for peer feedback, and then choose one or two to review together as a class

