

Teaching ESL Writing through Email

Below find a list of various Websites offering resources to ESL students and/or teachers on how to write effective emails for personal and professional uses. The final link offers a list of relevant books as well.

Email formatting:

This short *Canadian Living* article offers a basic introduction to the various features and format considerations when using email. (NOTE: In the left margin, you will find links to other interesting short articles on social media or related topics.)

http://www.canadianliving.com/life/work/email_etiquette_tips.php

<http://www.qgroupplc.com/category/writingemails>

This offers a short and clear description of the facets of an email for ESL learners.

http://www.youtube.com/watch?v=yDkLz0RS_PU

ESL Business Writing—Emails. This YouTube video offers examples of email errors and how to correct them.

Salutations:

<http://www.eslbasics.com/esl-blog/business-posts/654-the-salutation-of-your-email.html>

This gives an assortment of alternative salutations for emails based on the degree of formality.

Teaching Email in ESL:

<http://iteslj.org/Articles/Belisle-Email.html>

This short *Internet TESL Journal* article offers an array of activities for teaching email with ESL learners.

http://esl.about.com/od/businessenglishwriting/a/bizdocs_3.htm

This short resource offers an example of how to write formally or informally in business emails.

<http://www.edvista.com/claire/linc.html>

E-mail for ESL/LINC Students: This site derives from a 1998 presentation at TESL Ontario and offers suggestions and links to various resources (at that time, at least) on using email in the LINC classroom.

Email etiquette:

<http://talentegg.ca/incubator/2009/05/11/email-etiquette-for-students-and-recent-grads/>

This offers some important advice regarding selecting usernames, language, and tone when using email for more formal (e.g., employment) purposes.

<http://www.theglobeandmail.com/news/technology/trending-tech/email-etiquette-how-long-is-too-long-to-reply/article1685961/>

This Globe and Mail article offers a short overview of how to USE rather than write emails, with a focus on when it become “too late” to reply.

<http://www.emailreplies.com/>

This site offers a comprehensive list of advice with explanations for each point below the list.

<http://www.albion.com/netiquette/>

This comprehensive on-line resource and book from Albion offer in-depth information on all aspects of email and internet etiquette. There are good quizzes as well (see below). The resource itself may be too much as a student resource (see the summarized list below as a student resource) but effective as a teaching resource or (possibly) for higher level students to use for research.

<http://www.albion.com/netiquette/corerules.html>

This link offers a list of ten rules of netiquette prepared for students with links to explanatory pages.

<http://www.albion.com/netiquette/netiquiz.html>

This on-line quiz on netiquette from Albion is very fun and informative, is suitable for higher levels (you could ask them to research terms they don't understand), and is good for teachers, too!

<http://www.howcast.com/videos/180933-How-To-Follow-Proper-Netiquette-Rules>

A video (2:39) on how to follow netiquette when corresponding or communicating on-line.

<http://www.immi.se/intercultural/nr12/murphy.htm>

This is a research article (for teachers) comparing interpretations of politeness in emails from an Australian and Korean perspective, with some consideration for intercultural communication strategies in email communication.

Workplace email policies:

http://www.emailreplies.com/Email_policy.html

This Website offers examples of facets of a workplace email policy relevant to businesses developing a policy or for new employees to consider when entering the workplace.

Further reading on emails (books):

<http://www.emailreplies.com/Email-etiquette-books.htm>

This site offers a list of books on various topics related to networking, netiquette, and writing emails.