



Activity 5: Formal email writing

This activity wants to help learners assess their skills of writing formal emails and communication. At the end of this activity, the learners will know how to express themselves in a formal way and discuss about business deals.

Abstract:

This activity aims at allowing the learners to write a formal email regarding the proposal of a business deal between their company and another.

You have finally managed to get an appointment with Mrs. Grayson, the Sales Manager of Ross Ltd. You were beyond excited when you received that phone call and you know this is your only chance of convincing her that a cooperation between your company and Ross Ltd would be of great benefit of both of you.

However, due to her busy schedule, she does not have time to waste on a meeting that nothing will come out of it. So, a few days before the meeting, she sent you an email and asked you to send her a draft version of your proposal. If she finds it interesting and profitable for the company, she will have the meeting with you so that you can provide more information and details.

Write an email to Mrs. Grayson, presenting your company and range of products, and try to convince her that the deal you are proposing is beneficial to both parties. Remember that this is your only chance.

Topic:

formal email

Basic skills:

emails, communication, Business English, negotiation

Keywords:

formal email writing, communication skills, Business English, negotiation

Cost:

Free

Duration:

According to the time determined by the coach

Rating:

(Tick the smiley to remember how much you liked it!)

😊 😐 😞





Self-Employment and English for Peripheral Regions



Description of learning outcomes

The learning outcomes of this activity are to:

- ✓ test their knowledge on how to write a formal email
- ✓ practice their communication skills

Skills

The skills tested in this activity are related to Business English:

- ✓ being able to express themselves in a formal way

Competences

This activity wants the learners to be competent enough to communicate via emails formally:

- ✓ understanding of formal email writing
- ✓ communication

Knowledge

The learners know at the end of the activity the level of their knowledge on the topic of writing formal emails:

- ✓ How to communicate formally via emails





Activity description

Consider the following steps for the development of the activity.

Formal email writing

This activity utilises an approach that focuses on assessing the learners' ability of formal written communication. It allows learners to use their knowledge on the topic. The amount of time required to finish this activity depends on the time decided by the coach.

Preparation of activity

For preparing this activity the learners need to either save the exercise to their computer, or be handed the paper with the activity.

Implementation of activity

- 1) The learners receive the exercise in their email address and then they save it to their computer. Alternatively, the coach hands the printout of the activity to them.
- 2) They read the provided email and give their answer.
- 3) The coach gives them a suggested answer and some tips on how to do it in a 'proper' way.

Methodological summary:

- ✓ Working method: some information should be taught and followed by individual work and group discussions
- ✓ Assessment/evaluation method:
 - * Formative evaluation: make a quiz and ask the participants questions; presenting and comparing results from their answers, etc.
 - * Learning diaries - incite the learners to take notes of the most important things they learnt (enhancing the ability to extract information and draw conclusions)
- ✓ Methodological recommendation for implementation in existing training measures:
 - * It is important to gain the learners' interest and to motivate them well for this task; they develop their civil courage competences and learn about suitable possibilities for action.
- ✓ Learning environment preparation: their own space
- ✓ Resources/ materials needed: computer, Internet connection, keyboard, mouse
- ✓ Motivation drivers for learners: Business English
- ✓ Suggested activity to do next: further readings on writing formal emails and Business English, their importance to the business world, expanding their Business English vocabulary





Handout for participants

Formal email writing

Within this activity you test your knowledge on formal written communication (knowledge and skills).

Write an email to Mrs. Grayson, presenting your company and range of products, and try to convince her that the deal you are proposing is beneficial to both parties.

Required Material

- ✓ Computer / Laptop
- ✓ Keyboard, mouse
- ✓ Internet connection
- ✓ Pen / pencil
- ✓ Printout of the activity (optional)

Your task:

Get ready for the activity!			
	Source: Google	STEP 1 Connect to the Internet, check your email for the exercise, and download it. Alternatively, the coach hands the printout to the learners.	Consider... Think what you need for this activity.
Do it...			
<i>Write an email to Mrs. Grayson, presenting your company and range of products, and try to convince her that the deal you are proposing is beneficial to both parties.</i>		STEP 2 Write down your answer and wait for the coach's feedback.	Notes on Step 2 Keep in mind what you have learnt on writing emails.
Source: Adobe Stock		STEP 3 The coach gives a suggested answer and the learners continue their conversation based on the new information.	Notes on Step 3 Further discussion of the topic.
The finish...			
	Source: follow-up icon	STEP 4 The coach discusses with the learners whether the activity fulfilled its purpose, whether they liked it or not, and generally receives feedback on the activity.	Notes on Step 4 Discussion of the learning activity.





**SELF
REGENERATE**

Self-Employment and English
for Peripheral Regions



Your Notes:



**SELF
REGENERATE**

