

**Mohamed Khaider University, Biskra**

**Faculty of Economics, Commerce and Management Sciences**

**Commerce Department**



**Module:** English

**Branch:** Marketing

**Level:** Third year Bachelor

**Lecture 07: Making plans by e-mail**

English uses a variety of phrases to make and check plans with co-workers by email. It is important to ensure that even informal messages are polite.

**key language :emails to co-workers**

In business emails, it is important to use polite and clear language to exchange information with co-workers. Emails to co-workers are often less formal than emails to clients or senior personnel.

**To:** Scott Walton

**Cc:** Giorgio Donati

**Subject:** Training session next week

**Hello Scott,**

**Hope all's well with you. I just wanted to check that your team is coming to our training session. Will you be free next Friday at 2:30? Please see the provisional timetable attached. I'm copying Giorgio in on this. If you have any questions, please let me know.**

**All the best,**

**Linda**

**Key language :Analyzing the e-mail**

- 1) **Hello Skot !:***This is a neutral and informal greeting ; « dear » is more formal*
- 2) **Hope all's well with you :** *Neutral and informal opening sentence*
- 3) **I just wanted... :** *Use the past simple to make requests more polite*
- 4) **Will you be free :** *set phrases for suggesting times and dates*
- 5) **I'am copying Giorgio in on this :***This means that Giorgio can also read the email.*
- 6) **All the best :** *this is an informal sign-off*
- 7) **Let me know :** *a more polite way of saying « tell me... »*