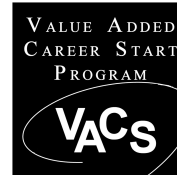


Exercise



3.17

EMAIL ERRORS

This exercise will allow you to understand errors that are commonly encountered whilst writing business emails.

CONTEXT

Doing this exercise will help you understand the appropriate method of email writing and what to include in a good email.

INSTRUCTIONS

After having read the fact sheet relating to effective email writing, try and suggest three things that could improve the following badly written email.

.....

 To: bigboss@bestjobever.com.au
 From: nooneimportant@lookingforwork.com.au
 Subject:

HI, JUSTME AGAIN WHO APPLYD FOR YOUR JOB THET YOU ADVERTISED IN THE NEWSPAPER. I AM ADDING TO THE LAST FIVE EMAILS I WROTE TO YOU AND THE CV I SEND. I FORGOT TO GIVE YOU MY PHONE NUMBER THAT I MIGHT BE AT ON TWO THURSDAYS FROM NOW ON THURSDAY BETWEEN 3 AND 3.30 (3365 5555) INCASE YOU NEED ME THEN OTHERWISE I WILL BE AVIALABLE ON ANY OF THE OTHER 5 NUMBERS I GAVE AT THE TIMES I GAVE.

regards
 n. important

Suggestions:

1. Begin the email with their name or title (dear...)
2. Fill in the subject section to draw attention to the issue
3. Don't send frivolous emails as your emails may be disregarded in future.
4. Write in full sentences so that the reader knows the context of the email
5. Don't caps everything
6. Correct the grammar
Correct the spelling

Debrief

In groups you have three minutes to consider the errors made and the

3.17 EMAIL ERRORS

suggestions offered. Do you agree?
This will give a good understanding
of how to write an appropriate
business email.