# Task 1 - Which side is more formal?

|  |  |
| --- | --- |
|  |  |
| We **have pleasure in confirming** the acceptance of your abstract for …**Should you** need any clarifications, please do not hesitate to contact us.**You are requested** to acknowledge this email**It is necessary that** I have the report by Tuesday. | This **is to confirm** that your abstract has been accepted for …**If you** have any questions, please let us know.**Please** acknowledge this email**Please** could I have the report by Tuesday. |

In general, if a phrase is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ it is a sign of greater formality.

# Task 2 – Complete the rules for judging levels of formality.

1. The \_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_,\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_) are often used to make a request sound more courteous and less direct.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ give a feeling of distance and formality.
3. The more \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a word has the more formal it sounds.
4. Missing \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ make a sentence sound informal.
5. \_\_\_\_\_\_\_\_\_\_\_ make an email informal.

# Task 3 – Is this email appropriate?

Dear Professor Anastasijevic,

I hope you have been having a really good time since our meeting in Belgrade. I have started to prepare for my period in your lab and first of all I’m trying to get a visa!
I would be very grateful if you could kindly tell me how to obtain the DS2019 document in order to request the visa.
I would like to thank you in advance and have a great Xmas.

Cheers,

Lamia Abouchabkis

# General Rules

1. Judge the formality of the email you received by using the rules we covered in task 1 and 2.
2. Don’t mix \_\_\_\_\_\_\_\_\_\_ of formality in an email.
3. Note any differences in style and level of formality between English and \_\_\_\_\_\_\_\_\_\_\_\_\_\_. .
4. Be careful of your tone when asking people to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Show recipient \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ them to reply.

# Task 4 – Improve this email

Think of ways to improve the following email and share with the class.

Dear John

Here is a first version of the manuscript. Read and check everything: in particular, you have to work on the introduction and prepare Fig 1.

You should send it back to me by the end of this month at the latest.

I ask you to suggest also some referees that would be suitable for reviewing the paper.

Best Regards

Paulo

# Task 5 – Why is this a good email?

Subject: help with CV

Dear Justin

I attended your academic writing course last year. It was really useful and since then I have had two papers published. Thank you!

I seem to remember that during your course you offered to correct our CVs for us.

So although it is a year later, I was wondering whether you might have time to correct my CV (see attached). Unfortunately, I need it for tomorrow - my professor only told me about it today. I know it is asking a lot but if you could find 10 minutes to correct it, I would really appreciate it and I am sure it would make a significant difference to my chances of getting the post.

Thank you very much in advance.

Best wishes