# How to write an E-mail

*In the group phase that starts after today's lesson you will write E-mails and send them to one student of the Mount Isa School of the Air in Australia. On your group instructions you can find the e-mail address of the student in Australia.*
*Please follow the guideline when you write your E-mail.*

① **Subject line and Greeting**
- your e-mail must include a subject line where you state the topic of your mail (e.g. why you write this mail or what this e-mail is about -> „questions regarding your school life" ...)
- you start your e-mail with a greeting: avoid „Hi" or „Hello", this is not very polite, better use „Dear..." and use the name of the student (you will find it on the instruction sheet)

② **Main paragraphs:**
- in the first paragraph you explain the reason for writing the e-mail and introduce yourselves (every group member can do that but keep it short!
- in the second you can explain your current situation here in Germany being in shutdown
- the second paragraph also includes your questions for The Australian student: be polite and find interesting questions (at least 7!)
- the third paragraph is used for thanking the student that they are willing to help you. You can use „I/We look forward to hearing from you..."

> **Useful information**
> - write your e-mail in appropriate and correct English
> - you can use short forms
> - write in a friendly tone and be polite
> - you can invite the Australian student to ask you questions back, if they have any

③ **Ending**
- end your e-mail in a respectful way
- you can use „kind regards" for example
- put all your names under the greeting (leave space between the greeting and your names)

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Englisch