



10 minutes of English Break



EMAILS

Warmer

Are you connected all the time? How often do you check your e-mail? Do you read them as the messages come in? How important is email in your daily activity/work/business?

EMAILS

Ever since email accounts were created, companies have taken advantage of this medium in order to maintain communication with employees and clients. Many people now use their work email as their personal email, purely for lack of time to access their personal account. At the same time, however, can we really work without emails nowadays?

USEFUL VOCABULARY

WHEN SENDING EMAILS

- » forward/delete
- » reply to sender/reply to all
- » copy
- » search
- » move
- » compose

EXPRESSIONS/VOCAB

- » web address
- » folders (draft/sent)
- » add a folder
- » sort
- » server
- » trash
- » mark as read/ mark as unread
- » recipient/sender
- » junk mail

ATTACHMENTS

- » I am enclosing
- » Enclosed you will find ...
- » Please find attached
- » As promised, I am sending the..

STATING INTENT

- » I'm writing in regards/ reference to..
- » As we discussed earlier,
- » The purpose of this email is to..
- » I'm just emailing to ask..
- » I'm writing to inquire about..
- » I am writing to inform..
- » I am writing about..

INTRODUCING YOURSELF

- » My name is..
- » This is ___ from ___

GREETINGS AND SMALL TALK

- » I hope you´re doing well
- » I hope all is well



EMAIL

AUDIO

ROLE-PLAY

Mandy: (on the phone) Hey, Martina. It's Mandy. Could you send me the file with the monthly sales?

Martina: Oh, hi Mandy. The monthly sales you say? I sent it yesterday!

Mandy: Oh, that's odd. I don't think I got it. Let me check the trash... It is not there. Now, let me check the junk mail... Nope It is not there either. When did you send it, did you say?

Martina: At about six, right before leaving. Honest to God! Let me check my outbox then. ... I'll be darned. It is there, unsend!

Mandy: I've always trusted you... Come on! You know me! I know what might have happened. Last night they were doing some upgrades to the system and, maybe, that's when you sent it. Could you please re-send it?

Martina: Of course. I'll do it right away. ... Done! You should get it in a few seconds!

Mandy: You're right. Said and done! It's already here! Thanks and I will call you back if I have any questions.

NOTES

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Prueba nuestros
Seminarios en
español para
empresas



Comunicación Eficaz para directivos, Gestión del Estrés,
Coaching Ejecutivo, Inteligencia Emocional...



KLEINSON
THE LANGUAGE
CONSULTANT

kleinson.es | info@kleinson.es | 911 400 570
C/ Apodaca 7, Bajo Izquierda | 28004 Madrid