



HOOK

Your inbox is full, the clock is ticking, and you need to sound polished—not panicked. Can you write a clear, professional email that gets results? Let's practice like a pro.

1 Business English Goal



Write clear, polite, professional emails for real workplace situations. Learn how to organize your message, sound confident, and communicate your purpose effectively.

2 Email Template Checklist



- ☐ Write a clear subject line
- ☐ Use a polite greeting
- ☐ State your purpose early
- ☐ Add important details briefly
- ☐ Make your request clear
- ☐ Use a professional closing
- ☐ Check tone, grammar, and spelling

3 Useful Email Structure



- 1 Subject line
- 2 Greeting
- 3 Reason for writing
- 4 Key details or request
- 5 Closing sentence
- 6 Sign-off

4 Mini Model Email



Subject: Follow-Up on Training Meeting

Dear Ms. Carter,

I hope you are doing well. I'm writing to follow up on our conversation about next week's training meeting. Could you please confirm a convenient time for us to meet? I would also appreciate any materials you would like me to review in advance.

Thank you for your time and support. I look forward to hearing from you.

Best regards,
Jordan Lee

5 Useful Email Templates



- "I hope you are doing well."
- "I'm writing to ask about..."
- "Could you please confirm..."
- "I would appreciate your feedback on..."
- "I'm following up regarding..."
- "Please let me know if you need anything else."

6 Vocabulary Focus



Word	Meaning
follow up	contact someone again to continue a discussion
confirm	say something is definite or correct
clarify	make something easier to understand
appreciate	show thanks or value something
deadline	the final time something must be finished
attached	included with the email document

7 Idioms & Natural Expressions



touch base

make brief contact with someone



in the loop

informed and updated



get the ball rolling

start something



on the same page

in agreement or understanding

8 Quick Practice Challenge



Write a short professional email asking your manager for more time to finish a project. Try to use at least 2 vocabulary words and 1 idiom.

