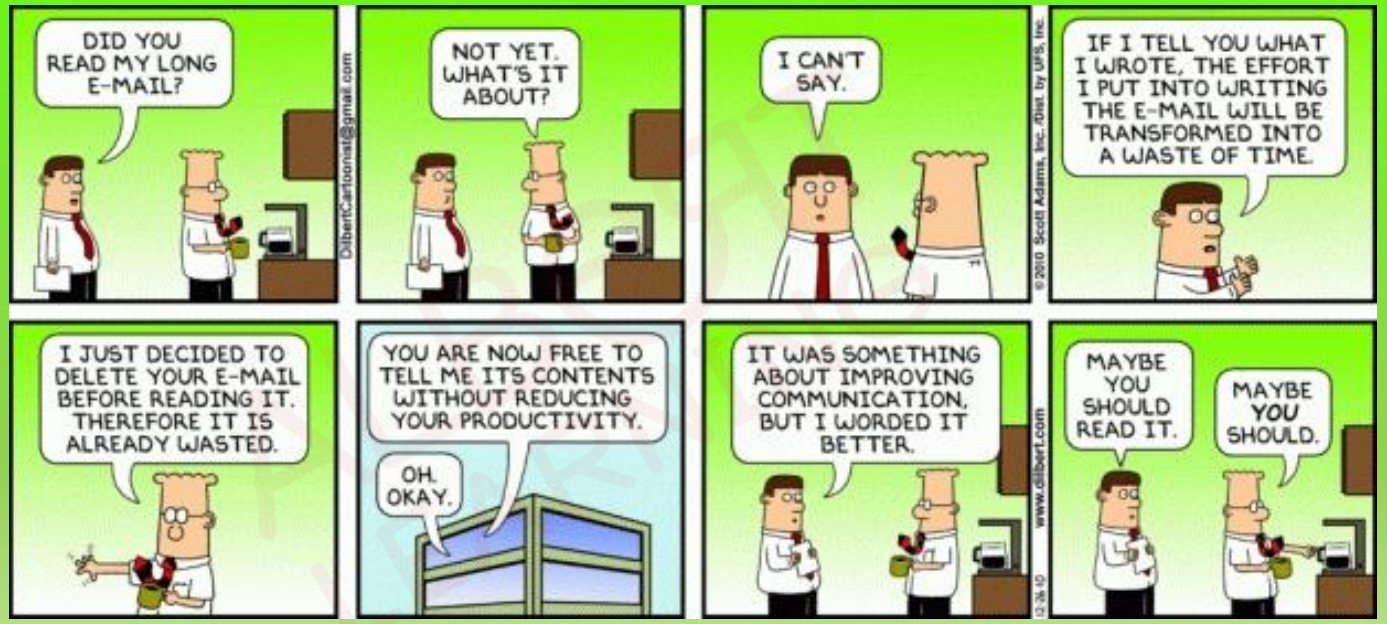



# Business E-Mail Writing

B2 – C1
Module 1


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# SUMMARY

Here's What We Will Be Learning:



- The Importance of Effective Business Emails.
- Writing Tips.
- Exercises.


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# VOCABULARY

**Universally Accepted:** something that is accepted by everyone without disagreement. For example: It is a universally accepted truth that the smallest particle is an atom.

**Slang:** least formal speech in a language. Sometimes containing idioms or phrases which are metaphorical or playful. For example: The slang for money is 'buck'.

**Prudent:** to act with good judgement or caution. For example: It was prudent to warn her of the consequences.

**Spam or Junk Mail:** e-mail from unknown, irrelevant and unsolicited sources. For example: My inbox is cluttered with spam!

**Cluttered:** (In this context) email inbox is filled with unnecessary or irrelevant information.


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