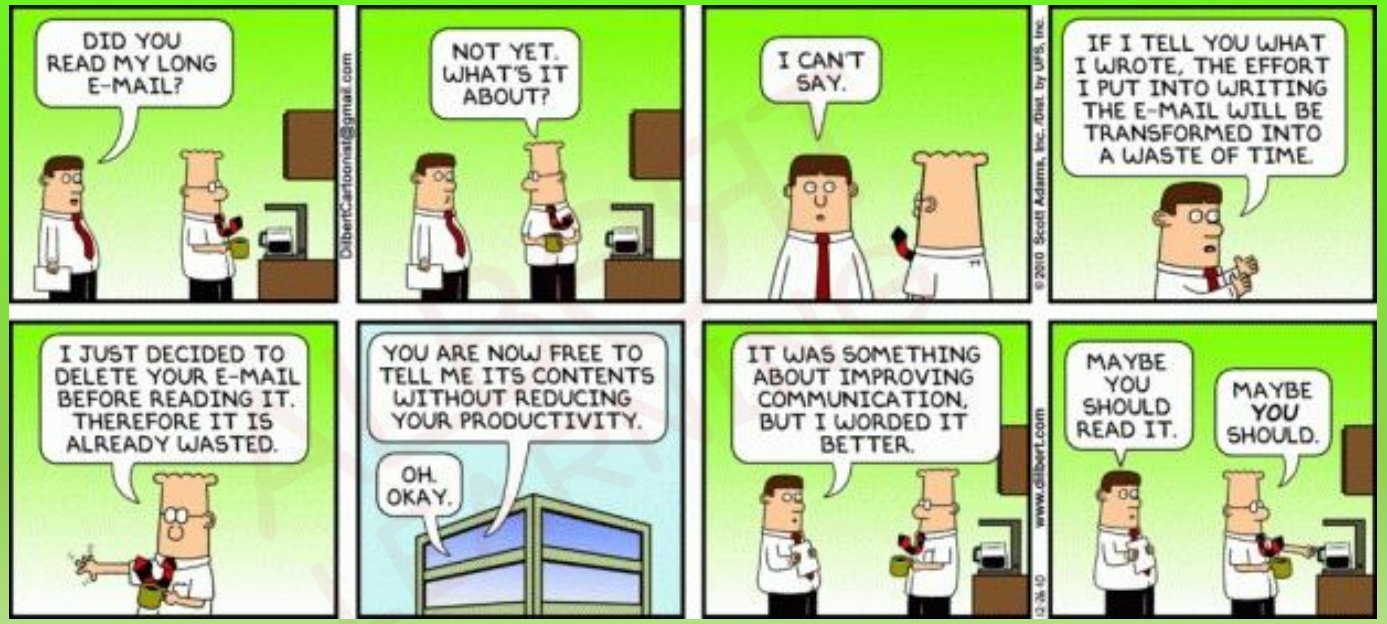


Business E-Mail Writing

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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