



# **Send Your 1<sup>st</sup> Formal Email**

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# Success Criteria

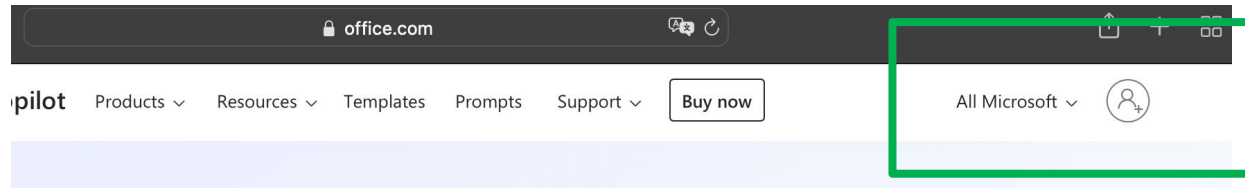
- 1. Log in; 登录邮箱账号
- 2. Send an E-mail to your tutor teacher to introduce yourself, and CC Ms. Kamila

给你的导师发一封邮件介绍你自己，并抄送 Kamila 女士

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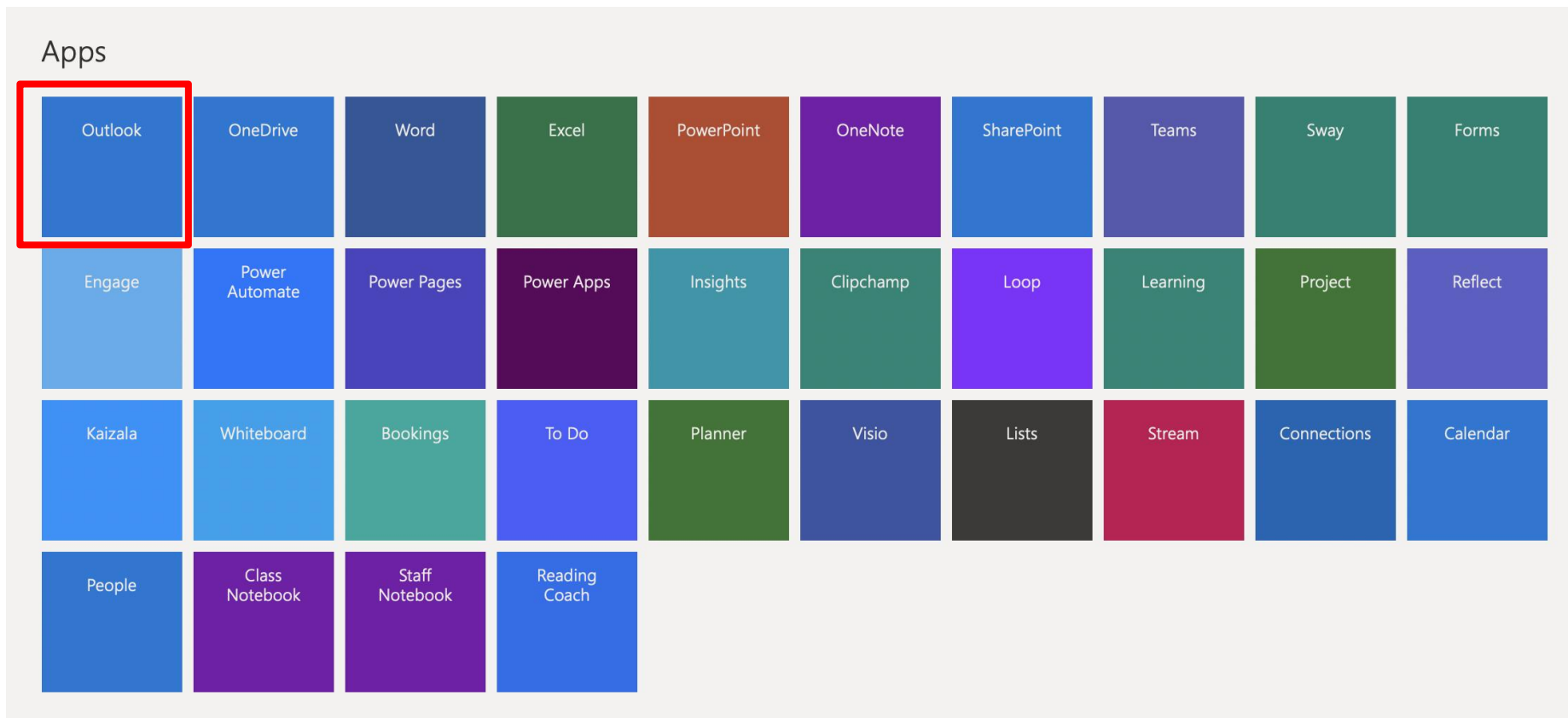
# Task 1 : Log In 登录

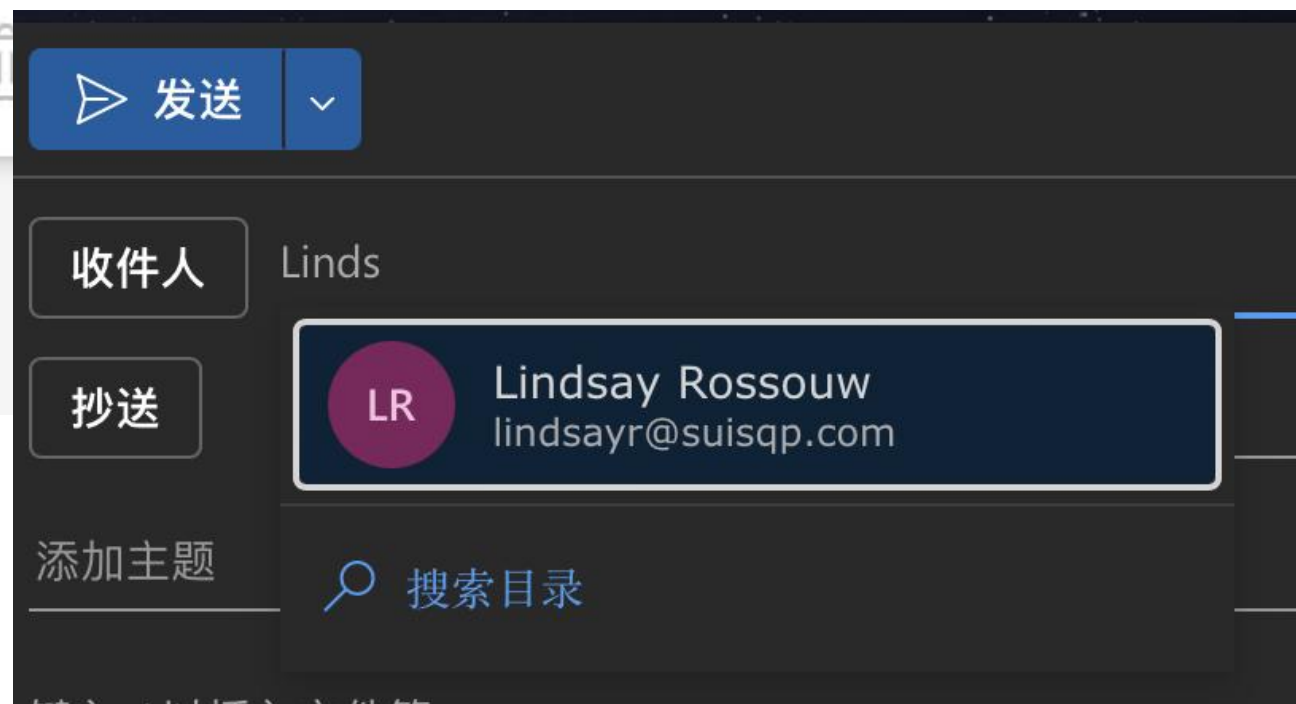
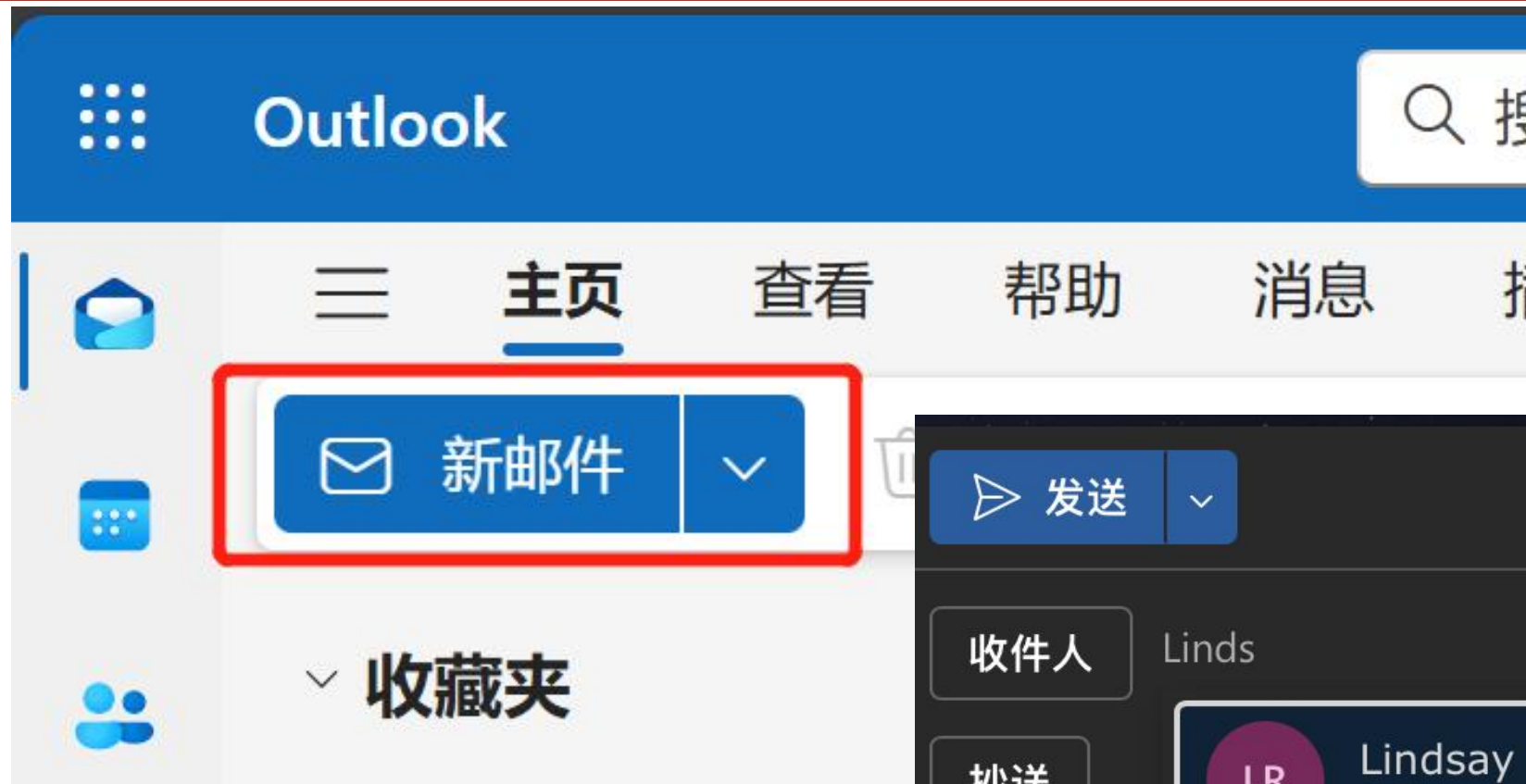
## 1. office.com



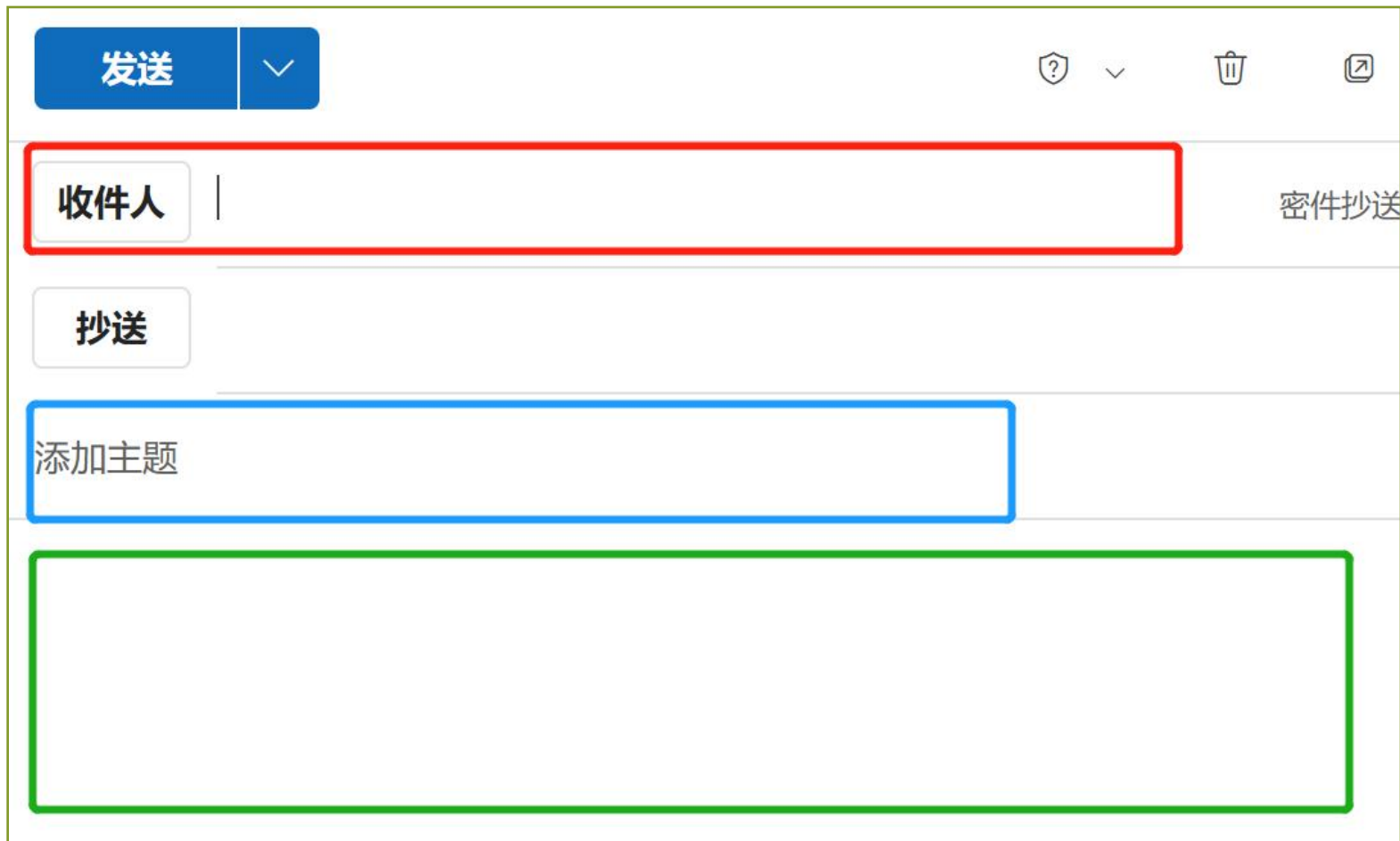
## 2. Log in with your account details

# Alternative Log In 替代登录





# The Basic Elements of An Email 邮件基本要素



The image shows a typical email composition window. At the top left is a blue '发送' (Send) button with a dropdown arrow. To its right are icons for help, a dropdown, delete, and a link icon. Below this is the '收件人' (To) field, which is highlighted with a red border. To its right is the text '密件抄送' (Bcc). Below the 'To' field is the '抄送' (Cc) field. Below that is the '添加主题' (Add subject) field, highlighted with a blue border. At the bottom is a large green-bordered box for the email content.

- Email address地址
- Subject主题
- Content内容

# The Basic Elements of An Email 邮件内容基本要素

Dear Mr./Mrs. [name],

I would like to formally recognize all the hard work and dedication you've put into completing [project/task]. Due to your consistent efforts, the project is what it is today and that led to the positive results we were hoping for.

On behalf of [company name, board members, etc.], we would like to formally thank you for your hard work and we would like to let you know that we highly value your contribution and your continued dedication to your job.

We are very grateful to have you as a member of our team and we wish to continue to see you thrive within our organization.

Best regards,

Andrew Watt

初中部副主任 Deputy Head of Middle School

- Opening 开头
- Body 正文
- Ending 结语
- Sign off 祝语
- Signature 落款

# How to start a professional email

## Good Greeting examples

- Dear [name]
- Dear [job title/department/group]
- To whom it may concern
- Greetings [name]
- Good morning, [name]

## Words to avoid using

- Hey
- Hello
- Howdy
- How is it going [name]



Tell the teacher about yourself: 向老师介绍一下你自己:

– Name, hobbies, favorite books, movies, music, food.

姓名、爱好、喜欢的书籍、电影、音乐、食物。

–What are your strengths? (example: good at math, painting, dancing, musical instrument, etc. )

–你的优势是什么? (例如: 擅长数学、绘画、舞蹈、乐器等)

– What are your worries? – 你担心什么?

– What are your expectations? (want to be good at programming, want to improve English, etc.)

– 你的期望是什么? (想擅长编程, 想提高英语水平等)

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# Task/homework: Writing an e-mail

1. Add a receiver, CC Ms.Kamila添加联系人，抄送给Ms. Kamila
2. Add subject 填写主题
3. Write your e-mail with necessary elements 写一封完整的信件
4. Check and send 检查并且发送

- Email address
- Subject
- Opening
- Body
- Ending
- Sign off
- signature