



Writing an email



Planning

When planning an email **think about the purpose of your writing** and **who's going to read it**. You may write it in the workplace or at home and you may have many different reasons for writing. You can send and copy an email to more than one person at the same time. Depending on the context of your email, you'll need to think about:

- The **content**: the ideas and information you write.
- The **format**: the layout of your writing.
- The **style or language**: how formal or informal you are.
- **Who should be copied** into your email.

Tip: formal language is used when writing an official document or when writing within the workplace. Informal language is used when writing to family or friends.

Important: writing and sending a letter is usually a slower process than sending an email, and you'll normally have more time to think about what you're writing and make changes before posting it. Writing an email is quicker - you don't need to write an envelope or buy a stamp. But beware: once you've clicked the 'send' button, your message has gone and it's too late to make changes!

Check the following before clicking the 'send' button:

- **Subject box**: this is where you write what your email is about. It helps the person you're emailing to work out the subject of your email. One or two words are enough.
- **Editing**: re-read your email to check that you've included all the information you need, and that it 'sounds right'.
- **Grammar, spelling and punctuation**: check for grammar, spelling mistakes, missing capital letters, commas, question marks and full stops. Make sure you proofread your email before sending.
- **Email address**: make sure you have the correct email address of the person you are emailing in the 'To' box.
- **Cc box**: if you want to send a copy of your email to someone else, put the email address of that person in this box. If you don't want to send a copy of your email, make sure this box is empty.
- **Attachments**: if you're sending a document or an image as an attachment with your email, make sure you include it!
- **Keeping a copy**: keep a copy of your email. Tick 'Copy message to Sent folder' if needed.

Now you're ready to click 'send'.