



Email a Friend

Email is a very popular and widely used these days. The rules are not as strict as other forms of writing, but if you want your reader to understand your message easily, follow this guide.

1. Greeting Hi Joe, Hi, Hey Joe, Hello Joe,
2. Start How are you doing? How's it going? How are things with you?
3. Main Body Organized ideas into mini paragraphs to make it easy to read.
4. Finish Talk to you soon, See you later, Cheers for now,
5. Sign Miki Love Miki Love Miki XXX

Hi Joe,

How are you?

I am back in Japan now after traveling through Asia. It was a great trip but now I have to get back to my studies.

It was great staying with you and your family in Korea. I really miss you all. Please say hello to everybody. I have tried one your mother's recipes out on my family, and they loved it!

I managed to get hold of the DVDs you wanted and will post them on to you soon. I have watched them myself and I am impressed. You seem to know more about Japanese culture than me.

Let's get a chat going on Skype as soon as you get your new computer?

Talk to you soon,

Miki XX

* Start a reply Thanks for the mail. Nice to hear from you.

NOT like this one, please!

Hi Joe, How are you? I am back in Japan now after traveling through Asia. It was a great trip but now I have to get back to my studies. It was great staying with you and your family in Korea. I really miss you all. Please say hello to everybody. I have tried one your mother's recipes out on my family, and they loved it! I managed to get hold of the DVDs you wanted and will post them on to you soon. I have watched them myself and I am impressed. You seem to know more about Japanese culture than me. Let's get a chat going on Skype as soon as you get your new computer? Talk to you soon, Miki XX