Dear Students,

The “lettorato” English exam will be based on the textbook, *Email English* (2nd ed.), by Paul Emmerson, London: Macmillan Publishers Limited, 2013.

Specifically, you will be asked to write and / or correct one or more emails. The main criteria are listed below.

For assistance, please come to the exam preparation sessions in December or attend the “lettorato” during the second semester.

Regards,

Anna Csaki

English Language Instructor

Email English / Netiquette Criteria

1) Subject Line

2) Opening (Dear…)

3) Close (Best regards, ..)

4) Punctuation

5) Paragraphs - Divide the email into “paragraphs” (P), indicatively, in:

P1 say who you are and why you are writing

P2 explain the issue

P3 state your request or proposal

6) KISS (Keep it short and simple)

7) Grammar + vocabulary (Grammar tip: Remember to use the present continuous)