

## **NOTE TO STUDENTS+CRITERIA x EMAILS**

Dear Students,

The “lettorato” English exam will be based on the textbook, *Email English* (2<sup>nd</sup> 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 attend the “lettorato”.

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 identify yourself and say 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)