

NOTE TO STUDENTS+CRITERIA x EMAILS

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 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)