



expansion, blog, e-mails, interview, film review, compering



E-mails and Report Writing, two different jobs

- an email requests, informs or applies, addressed to one person via an email address
- a report records an event that already happened, written for a wider readership, third person
- both stay factual and to the point, neither persuades nor narrates like an article or speech
- a report is written inside a box, an email is not

E-mails, the parts

Subject line

states clearly why you're writing, a vague subject line gets skipped, not opened

Salutation

Dear Mr/Ms Last Name, or
Dear Hiring Manager or
Sir/Madam when no name is known

First paragraph

states directly why you are writing, the job title or the specific ask, no delay

Middle paragraph

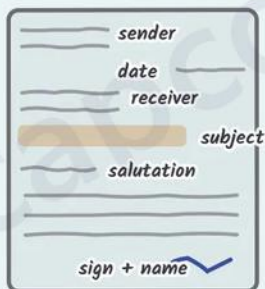
what you offer, or what help you're asking for, kept concise

Final paragraph

thanks the reader, closes the ask cleanly

Signature

name, email address and phone number, on separate lines



a formal letter's zones. An email keeps the subject, salutation and body and drops the address blocks

