



SMART **JUNIORS** **3**

An Email About My Dream Job

Lesson 34
Writing Skills





A Response Email

A response email is a written reply to a previous email or message, providing a direct answer or response.

When writing a response email, you can follow the structure on the right.

A Suitable Greeting,

1 Give the reason why you are writing the email

2 Respond to the first question / Key Point 1

3 Respond to the second question / Key Point 2

4 Respond to the third question / Key Point 3

5 End of the email

Ending Phrase,

Your Name

Now we're going to read a model email. Can you find the five parts?



▶ My Upcoming Trip to London

Dear Mrs. Wilson,

I am writing this email in response to your inquiry about the details of my exciting journey.

Regarding your first question, I am scheduled to visit London this July, and my stay will span two weeks.

When asked about the reason why I chose London, I have to say that the rich history, vibrant culture, and diverse landmarks in London have always fascinated me.

As for my plans, I intend to visit key landmarks like the Tower of London, the British Museum, and the London Eye. Additionally, a river cruise on the Thames sounds like a perfect way to end each day.

Thank you for your interest in my London adventure. I eagerly look forward to sharing my experiences with you upon my return.

Best wishes,

Amy

MODEL STUDY

Find the five parts in the text and match the labels to each.

Reason for Writing the Email

Response to the 1st question

Response to the 2nd question

Response to the 3rd question

End of the Email

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Best wishes,

Amy

Reason for Writing the Email

Read the **reason for this email** and answer:

1. Why did Amy write this email?

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Best wishes,

Amy

Response to the 1st question

Read the **response to the 1st question** and answer:

1. What might Mrs. Wilson's first question be?

My Upcoming Trip to London

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Best wishes,

Amy

Response to the 2nd question

Read the **response to the 2nd question and answer**.

1. What might Mrs. Wilson's second question be?
2. What is the reason?

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Best wishes,

Amy

Response to the 3rd question

Read the **response to the 3rd question** and answer.

1. What might Mrs. Wilson's third question be?
2. What places does Amy plan to visit in London?

My Upcoming Trip to London

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Best wishes,

Amy

End of the Email

Read the **end of the email** and answer.

1. How did Amy end the email?

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Best wishes,

Amy

WRITING TIPS

My Upcoming Trip to London

Writing Tip 1:

Greet the receiver, then start with the reason why you are writing this email.

Dear Mrs. Wilson,

I am writing this email in response to your inquiry about the details of my exciting journey.

Writing Tip 2:

Respond to each question inquired, or talk about several main points.

1

Regarding your first question, I am scheduled to visit London this July, and my stay will span two weeks.

2

When asked about the reason why I chose London, I have to say that the rich history, vibrant culture, and diverse landmarks in London have always fascinated me.

3

As for my plans, I intend to visit key landmarks like the Tower of London, the British Museum, and the London Eye. Additionally, a river cruise on the Thames sounds like a perfect way to end each day.

Writing Tip 3:

Thank the receiver, and expect further communication.

Thank you for your interest in my London adventure. I eagerly look forward to sharing my experiences with you upon my return.

Writing Tip 4:

Write an ending phrase and your name.

Best wishes,

Amy

KEY LANGUAGE

1 I'm writing this email in response to...

2 Regarding your first question, ...

3 As for (another subject)...

4 Thank you for...
I eagerly look forward to
+ (doing something)

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Amy





- Use this structure to write a response email.

A Suitable Greeting,

- 1 Give the reason why you are writing the email
- 2 Respond to the first question / Key Point 1
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- 4 Respond to the third question / Key Point 3
- 5 End of the email

Ending Phrase,

Your Name



- Good expressions and linking phrases for email writing:

- 1 I'm writing this email in response to...
- 2 Regarding your first question, ...
- 3 As for (another subject)...
- 4 Thank you for...
I eagerly look forward to + (doing something)

WHAT'S NEXT...

In the next lesson, we're going to use the structure we learned today to practice a writing task!
See you next time!