

# How to Write Professional Email

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# 01. 이메일 작성법

# 01. 이메일 작성법

**Introduction**

From : lily.huang@xxx.edu.cn  
To : sonia.jones@mq.edu.au  
Subject : Invitation to our Science and Technology Conference

**Subject Line**

Dear Professor Jones,

**Greeting**

As part of the ongoing partnership between our universities, I would like to invite you to our University's Science and Technology online conference, which will take place from Monday 7 - Friday 11 December this year.

The conference will be an opportunity to hear current research from experts from around the world. Each day there will be a talk in the morning followed by workshops in the afternoon.

**Detail**

**Action**

I have attached a schedule with details of the speakers, topics and zoom links. Please let me know if you would like to attend the conference by Friday 20th November.

We hope you will decide to join us.

**Close**

Kind regards,

Lily Huang  
Administrative Manager  
The Department of Science and Technology  
XXX University  
M : +000 00 000 0000

**Sign Off**



## 02. 이메일 전송 전 확인해야 할 사항

# 02. 이메일 전송 전 확인해야 할 사항

## Length

- Avoid lengthy email : set a word and sentence limit

## Editing Your Language

- Vocabulary : word form, word choice, spelling, collocations
- Grammar : word order, prepositions, number, articles, sentence structure, verb tense

## Minimum Small Talk

- I hope this email finds you well.
- I hope you've had a nice break.
- I hope you're doing well.
- It was good to meet you at ...
- I found your ... really helpful.
- I enjoyed your presentation about ... on ...

# 02. 이메일 전송 전 확인해야 할 사항



## Empathy

- Thank people
- Make a positive comment or complement



## Clarity and Tone

- Include the reason of the email at the beginning with an appropriate subject line
- Ensure it is well organised with short paragraphs and bullet points (if needed)
- Avoid using all capital letters or more than one exclamation or questions mark





## 03. 상황에 따라 사용가능한 유용한 표현들



# 03. 상황에 따라 사용가능한 유용한 표현들

## ✓ Greeting

- ▶ Hi [name],
- ▶ Hi team,
- ▶ Dear [name],
- ▶ Good morning [name],

## ✓ Reason of the Email

- ▶ This email is to let you know that ...
- ▶ I am writing to [reason] ...
- ▶ I am writing concerning ...
- ▶ With regard to ...

## ✓ Giving Good News

- ▶ We are pleased to announce that ...
- ▶ It is my pleasure to let you know that ...
- ▶ I'm glad to let you know that ...

## ✓ Giving Bad News

- ▶ We regret to inform you that ...
- ▶ Unfortunately, we are unable to ...
- ▶ After careful consideration, we have decided to ...

# 03. 상황에 따라 사용가능한 유용한 표현들

## ✓ Informing

- ▶ I am contacting you to inform ...
- ▶ I wanted to let you know that ...
- ▶ This email is just to let you know that ...
- ▶ The attached file contains ...

## ✓ Apologizing

- ▶ Please accept my sincere apologies for ...
- ▶ I apologize once again for ...
- ▶ Sorry for any inconveniences this situation may have caused.
- ▶ I would like to apologize on behalf of [company] for ...
- ▶ Sorry for my late reply.

## ✓ Requesting Action

- ▶ Would it be possible for you to ...?
- ▶ I was wondering if you could ...
- ▶ I was hoping you could ...
- ▶ Would you be able to ...?
- ▶ I'd be grateful if you could ...?
- ▶ If you have time, could you ...?
- ▶ If you could ..., that would be a great help.

# 03. 상황에 따라 사용가능한 유용한 표현들

## ✓ Scheduling

- ▶ I am available on ... if that's convenient for you.
- ▶ I'd like to schedule a meeting on ... if you are available.
- ▶ I'm afraid I can't make it on ... How about ...?

## ✓ Solutions

- ▶ There are two ways to solve this ...
- ▶ I think we should ...
- ▶ Which solution works best for you?
- ▶ The issue with ... has been resolved.

## ✓ Ending an Email

- ▶ Regards,
- ▶ Kind regards,
- ▶ Warm regards,
- ▶ Thanks,
- ▶ Thanks for your consideration,
- ▶ Cheers,
- ▶ Sincerely,



## 04. 기본적인 문법 내용 확인 사이트

# 04. 기본적인 문법 내용 확인 사이트

✓ OnlineCorrection.com



**grammarly**





Thank you!