

EMAILS

DIFFERENCES IN REGISTER

FORMAL	INFORMAL
<p>HEADING:</p> <p>From: <u>(sender's email address)</u> To: <u>(addressee's email address)</u> Subject: <u>(the topic you're writing about)</u></p>	<p>HEADING:</p> <p>From: <u>(sender's email address)</u> To: <u>(addressee's email address)</u> Subject: <u>(the topic you're writing about)</u></p>
<p>OPENING FORMULA:</p> <ul style="list-style-type: none"> If we do not know the addressee's surname, we will start with "Dear Sir/Madam," . If we know the addressee's surname, we will start with "Dear Mr./Mrs/Ms. + Surname," (e.g. Dear Mrs. Knightley). <p>Notice that, in English punctuation, the use of a comma after the opening and closing formulas is way more common than a full stop.</p>	<p>OPENING FORMULA:</p> <p>"Dear/Hi + addressee's name" (e.g. Dear/Hi Simon,).</p> <p>Notice that, in English punctuation, the use of a comma after the opening and closing formulas is way more common than a full stop.</p>
<p>CONTRACTIONS:</p> <p>In a formal writing (not only emails), contractions are not appropriate, therefore, the formal register does not allow us to use any contractions.</p>	<p>CONTRACTIONS:</p> <p>In an informal writing in general, contractions are, not only permitted, but also characteristic.</p>
<p>CLOSING FORMULA:</p> <p>"I look forward to hearing from you". (In a formal writing, this formula is usually expressed in the present simple tense).</p> <p>And below:</p> <ul style="list-style-type: none"> If we do not know the addressee's surname, we will end with "Yours faithfully," . If we know the addressee's surname, we will end with "Yours sincerely". <p>Below this formula, our surname. E.g. Yours faithfully, Mr. O'Donnell.</p>	<p>CLOSING FORMULA:</p> <p>"I look/'m looking forward to hearing from you".</p> <p>And below:</p> <p>We may end with different alternative formulas such as: "Best wishes", "Best regards", "Kind regards", "All the best", "All my love", etc.</p> <p>Below this formula, our name. E.g. Best wishes, Claire.</p>
<p>POST SCRIPT:</p> <p>P.S.: _____ (your message)</p>	<p>POST SCRIPT:</p> <p>P.S.: _____ (your message)</p>