

FE\M1

The background of the slide features a photograph of a person's hands typing on a laptop keyboard. A large blue diagonal banner is overlaid on the left side of the image. In the upper right, a stylized graphic of a blue envelope with a white '1' in a red circle is positioned over the laptop screen. A horizontal line of yellow dots is located above the blue banner.

EMAILS & BUSINESS LETTERS

BUSINESS
CORRESPONDENCE



The background image shows a person's hands typing on a laptop keyboard. A blue semi-transparent overlay covers the center of the image. In the top right corner of the overlay, there is a white envelope icon with a red circle containing the number '1' next to it. Above the envelope icon, there is a horizontal row of seven yellow dots. The text 'Emails VS Letters' is written in a large, white, italicized serif font across the middle of the blue overlay.

Emails VS Letters

PURPOSE



- Short & concise (1 topic only)
- Formal yet conversational tone.
- Digital & ideal for quick responses.



EMAILS

LETTERS

- Rigid structure
- Used for legal and contractual matters.
- Printed/scanned as an attached pdf
- Often used externally with partners.

1

SUBJECT LINE

Meeting
confirmation

2

GREETING

Dear Mr.Ali
Hello Sara

3

OPENING LINE

Im writing to
confirm our
meeting schedule

4

BODY

Main topic in
two paragraphs
max

5

CLOSING LINE

Looking forward
for your reply at
your earliest
convenience

6

SIGNATURE

Best Regards,
Name,
Position,

EMAIL STRUCTURE

LETTER STRUCTURE

LETTERHEAD

1. Sender's Information

company name, address, phone number, and email..

3. Recipient's Full Details

The full name, official title, organization, and complete address.

5. Subject Line+

"Subject:" or "Re:" Subject:

Confirmation of Order #4521

2. Date

Ex September 18, 2024).

4. Formal Salutation

formal, using titles and surnames.

Ex: Dear Ms. Johnson head of FR comany

LETTER STRUCTURE

BODY

OPENING PARAGRAPH

- *The main topic
- *Previous communication

MIDDLE PARAGRAPH(S)

- *Details
- *Arguments
- *Objective Data

CLOSING PARAGRAPH

- *Main points summary
- *Statement of expected action

Often includes a stamp or signature for official validation. + Attached documents



WHICH IS MORE SUITABLE ?



1. Requesting an official partnership between two companies.
2. Sending the updated quarterly financial report to your manager.
3. Expressing gratitude to an investor after a successful deal.
4. Reporting an internal accounting error that needs urgent correction.
5. Applying for a corporate loan from a financial institution.

**TIME OF
ANALYZING TEXTS..**

MAKE THE FOLLOWING EMAIL FORMAL

You are Lina H., a fresh graduate in Accounting and Finance from Badji Mokhtar University. You're writing to Mr. Karim Bensalem, the HR manager at Global Finance Company, to ask for an internship opportunity to gain experience in accounting.



MAKE THE FOLLOWING EMAIL FORMAL

Subject: internship

Hi Karim,

I finished my studies in accounting and I'm looking for an internship. I think your company is a good one so maybe I can come. I can work hard and learn fast. If you want my CV, I can send it.

Thanks,
Lina

