



پوهنتون کاردان
KARDAN UNIVERSITY

ENGLISH COURSE COMPOSITION

SESSION 8: EMAIL WRITING



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بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ، وَ عَلَیْهِ السَّلَامُ عَلَی رَسُولِهِ الْكَرِيمِ ، وَاللهُ وَصَلَّیهِ اَلْحَمْدُ ، اٰمَّا بَعْدُ :





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Recap of Session 7: Writing Process

What is communication skill?

what do you know about its kinds?



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Outcome of the Session

Students should show the skill how to write an email?



Email writing

- Email writing is the process of writing messages electronically to communicate with people for academic, professional, business, or personal purposes.



Parts of Email

- A well-written email usually contains six main parts.
- 1. To
- The recipient's email address.
- Example: professor@example.com
- 2. Subject
- A short phrase explaining the purpose of the email.
- Example: Request for a Meeting, Making a request, Asking for information, Apologizing, heads up for training session
- 3. Greeting
- Begin with a polite expression.
- Dear Professor Ahmad,
- Dear Sir/Madam,



Continued...

- 4. Opening
- Explain why you are writing.
- I hope you are doing well. I am writing to request a meeting with you.
- 5. Body
- Provide the necessary details clearly and politely.
- I would like to discuss my research proposal and receive your suggestions. Please let me know when you are available.
- 6. Closing and signature
- End politely and identify yourself.
- Thank you for your time and consideration.
- Best regards, Your Name



Types of Email

- 1. Formal email
 - Used for professors, university administrators, employers, and official communication.
 - Example: Applying for a teaching position.
- 2. Academic email
 - Used to communicate with teachers, supervisors, researchers, and universities.
 - Example: Asking a professor for research guidance.
- 3. Informal email
 - Used for friends, relatives, and people with whom you have a close relationship.
 - Example: Sharing news with a friend.



Useful Expressions for Email Writing



Purpose

Greeting

Introducing the purpose

Making a request

Asking for information

Apologizing

Attaching a document

Expressing thanks

Closing

Useful expressions

Dear Professor... / Dear Sir or Madam,

I am writing to inquire about...

I would appreciate it if you could...

Could you please provide further information about...?

I sincerely apologize for...

Please find my CV attached.

Thank you for your time and consideration.

Best regards, / Kind regards, / Sincerely,



Sample

- Dear Dr. Ahmad,
- I hope this message finds you well.
- I am writing to ask whether it would be possible to arrange a meeting with you to discuss my research proposal. I would appreciate the opportunity to receive your feedback and suggestions.
- Please let me know a convenient date and time for you.
- Thank you for your assistance.
- Kind regards,
[Your Name]



Sample



- Dear Admissions Office,
- I hope you are doing well.
- I am interested in applying for the Master's program at your university. Could you please provide information about the admission requirements, application deadlines, tuition fees, and required documents?
- I would also appreciate information about any available scholarships for international students.
- Thank you for your time and assistance. I look forward to your response.
- Sincerely,
[Your Full Name]



Sample

- Dear Professor,
- I sincerely apologize for submitting my assignment after the deadline.
- Due to unexpected circumstances, I was unable to complete and submit the work on time. I understand the importance of meeting deadlines, and I take responsibility for the delay.
- I kindly ask you to consider accepting my assignment. I will make every effort to ensure that this does not happen again.
- Thank you for your understanding.
- Respectfully,
[Your Name]



Sample

- Dear Sir/Madam,
- I hope you are doing well.
- I am writing to request leave for [five days], from [10/10/2026] to [16/10/2026], due to personal reasons.
- I will make every effort to complete any pending responsibilities before my absence. I would be grateful if you could approve my request.
- Thank you for your understanding.
- Kind regards,
[Your Name]



Sample

- Dear Hiring Manager,
- I hope this email finds you well.
- I am writing to express my interest in the English Instructor position at your institution. I have a background in English Language Teaching and an M.Ed. in TESOL. I also have teaching experience in English language instruction, academic writing, and linguistics.
- I believe my academic qualifications and teaching experience make me a suitable candidate for this position. I have attached my CV for your review.
- Thank you for your time and consideration. I look forward to hearing from you.
- Best regards,
[Farmanullah Asee]
[0784848633]



Sample

- Dear Professor Ahmad,
- I hope you are doing well.
- I am writing to request your guidance regarding my research interests and future academic plans. I would be grateful if you could provide me with some advice on selecting a suitable research topic and developing my research skills.
- Your suggestions would be very valuable to me.
- Thank you for your time and consideration.
- Best regards,
[Your Name]



Assignment & References



Write an email, and follow its process?

- Cruthers, A. (2020). *Business writing for everyone*. Kwantlen Polytechnic University.
<https://kpu.pressbooks.pub/businesswriting/>





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Q & A