

WRITING SKILLS – Writing an E-Mail

Textsorte	E-Mail	
Hinweise zur Textsorte	E-Mails dienen dem schnellen Austausch von Informationen im informellen persönlichen Bereich (z.B. unter Freunden) oder im formellen offiziellen Bereich (z.B. mit Institutionen).	
Beispielaufgabe	<p><u>Informell persönlich</u></p> <p><i>Write an e-mail to Robert, an English-speaking boy. Tell him about:</i></p> <ul style="list-style-type: none"> • <i>your favourite website(s) and/or</i> • <i>your favourite online activities and/or</i> • <i>a/some piece(s) of work for school you did on the computer recently.</i> <p><i>Start and finish your e-mail in a suitable way.</i></p>	<p><u>Formell offiziell:</u></p> <p><i>Imagine you and your parents are thinking of spending your holidays in Canada. Among other activities, you are interested in a bear watching day trip.</i></p> <p><i>Inquire at:</i> <i>nle_info@yahoo.ca</i></p> <p><i>Ask for:</i></p> <ul style="list-style-type: none"> • <i>special offers in ticket prices for families with children</i> • <i>minimum age for children</i> • <i>the fastest means of transport from Vancouver to the meeting point for the bear watching trip</i> • <i>any extra services tourists may book for a day trip</i> • <i>clothes and other equipment tourists should bring</i> • <i>hiring binoculars and Wellington boots</i>
Arbeitsschritte	<ol style="list-style-type: none"> 1. Plane deine E-Mail. <ul style="list-style-type: none"> • Überlege dir das Anliegen, die Zielgruppe (Adressat → formell oder informell?) und den Inhalt deiner Mail. • Notiere deine Ideen und Gedanken zum Thema. • Ordne deine Ideen und Gedanken. Achte auf die in der Aufgabenstellung geforderten inhaltlichen Punkte. Überlege dir Fragen, die du stellen willst. • Fertige eine Gliederung an. 2. Schreibe deine Mail. <ul style="list-style-type: none"> • Nutze dazu deine Notizen und die vorbereitete Gliederung. 3. Überarbeite deine Mail. <ul style="list-style-type: none"> • Überprüfe den Aufbau deiner Mail. • Beachte: <ul style="list-style-type: none"> - die adressatengerechte Anrede - die in der Aufgabenstellung geforderten inhaltlichen Punkte - die Fragen, die du stellen möchtest - logischer Aufbau - in Abschnitte gegliedert - Satzbau - Satzverbindungswörter - richtige Zeitform - Ausschmückung z.B. durch Adjektive, Adverbien, Synonyme, Vergleiche, Superlative, ... - korrektur gelesen 	

sprachliche Unterstützung	Structure	Sentence starters / Examples	
	Betreffzeile	subject: inquiry about bear watching tours	Subject: greetings / news from Germany
Anredeform	<i>formal</i> Dear Mr/Mrs/Ms ..., (I know the addressee's name.) Dear Sir or Madam, (I don't know the name.)	<i>informal</i> Hi/Hello/Hey ..., (I know the addressee well.)	
einleitender Satz	<i>formal</i> My name is .../ I am writing about ... I am contacting you to ...	<i>informal</i> I wanted to tell you about ...	
Hauptteil	<u>sentence starters:</u> First I want to ... Maybe .../ However ... It is interesting/great/sad that ... In my opinion .../ To my mind ... I (do not) like ... I would like to suggest/propose ... <u>linking words/phrases</u> As/Therefore/After/Finally ... Besides/In addition/ Apart from that ...		
Abschluss	<i>formal</i> Thank you in advance for your help / your information / ... I look forward to hearing from you. Yours faithfully, ... / Yours sincerely, ...	<i>informal</i> Well, that's all for today. In my next mail I'll ... Give my love to ... Yours, ... / Your friend ...	

Beispiellösung

formell offiziell

Dear Sir or Madam

I am writing to you because my parents, my two brothers and I are thinking of spending our holidays in Canada for three weeks in July. Amongst other activities, we are interested in a bear watching day trip and we would like to ask you for help in planning it.

First, we would like to know whether there is a minimum age for children who want to take part in the bear watching trip. You see, my two younger brothers are only 14, but they are very athletic and physically fit. Would it be possible for them to join in the excursion? In this respect, we would also like to ask you whether there are any special offers in ticket prices for families with several children or whether you can offer us a good discount.

Second, we wonder if you could give us some advice on the fastest means of transport from Vancouver to the meeting point for the bear watching trip. If we went by plane, could you arrange to fetch us from the airport?

Furthermore, could you please tell us if there any extra services tourists may book for the bear watching trip? We wonder if we could book any meals with you like breakfast and packed or picnic-style lunch and supper. Moreover, would it be possible to hire binoculars and Wellington boots from you for the day, as we do not want to bring them from home.

Finally, could you advise us on what clothes we should wear and on any other equipment we should bring to the excursion?

I would like to thank you for your help and understanding and look forward to hearing from you.

Yours faithfully

(Unterschrift)

Sophia Schenk

(Quelle: Bernadette Kesting: Abschluss-Prüfungsaufgaben mit Lösungen 2011, Englisch Realschulabschluss Thüringen, Stark Verlag, Hallbergmoos 2010)

informell persönlich

Hi Robert,

It's been a long time since I last sent you some lines. Don't be angry with me that I didn't write earlier. How's life? Have you been accepted as a trainee hairdresser at the salon in your street? I sincerely hope so!

I've been very busy over the last months working on my project. Did I tell you anything about it in my last letter? I'm afraid I can't remember whether I did it or not.

Anyway, I made a power point presentation about New York City for pupils in ENGLISH! I think that surprises you, doesn't it? My part was the city's history and my friend Victoria worked on the sights. Well, if I had known how difficult it would be to find out and write about NYC's history then I'd have chosen the part of the sights. For months I did a lot of surfing the Internet to find some interesting details about the history of NYC. And the more information I found the harder it was to decide whether I should include it in my presentation or not. Sometimes the texts were so difficult to understand that I used online text translation tools. But that didn't really work. Often the translated sentences sounded like a wild mix of words and did not make sense.

Then I thought of asking you for help but I decided against it because I thought you had enough work to do yourself. In the end, I got back to use my digital dictionary and looked up word by word. That sometimes got on my nerves, believe me.

At the end of February my draft was finished and I started to work on the power point presentation. That was much easier for me though I still had some problems with the English language. Then someone explained to me how to use the spelling and grammar tools. That was really helpful. I couldn't believe my eyes! What a lot of mistakes I had made!

Anyway, we held our presentation in April and it was quite a success. I got a good grade and the pupils congratulated us on our work.

How about your final exams? You'll probably have finished them by now. Do you already know your grades? I've just taken my exams, but I don't know my results yet.

Well, that's all for today.

In my next letter I'll tell you about our farewell activities. Enjoy your last holidays!

Love,

Marcus

(Quelle: Bernadette Kesting: Abschluss-Prüfungsaufgaben mit Lösungen 2009, Realschulabschluss Thüringen Englisch, Stark Verlag, Hallbergmoos 2008)

Beispiellösung