Lesson 4

Email

หัวข้อเรื่อง

4.1 Writing Email

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5 Steps of writing email : ขั้นตอนการเขียนอีเมล

1. Subject Line การเขียนหัวเรื่อง : The subject line should succinctly summarize the purpose or topic of the email to grab the recipient's attention.

Example : "Meeting Agenda for Friday's Presentation"

2. Greeting การทักทาย : Start your email with a polite greeting to address the recipient.

Example : "Dear Mr.Smith,"

3. Body เนื้อความ : Write a clear and concise message in the body of the email, providing necessary details or information.

Example : "I wanted to share the updated sales report with you. Please find attached the latest figures for your review."

4. Closing คำลงท้าย : End your email with a closing remark or call to action, and include your signature.

Example : "Thank you for your attention to this matter. Best regards, [Your Name]"

5. Proofreading ตรวจทานก่อนส่ง : Before sending, proofread your email for any errors in grammar, spelling, or tone to ensure clarity and professionalism.

New Message

To: HRteam112@gmail.com

cc:b   cc:

Subject: Meeting Rescheduling Request

Dear Team,

I hope this email finds you well. I wanted to inform you that due to unforeseen circumstances, we need to reschedule our team meeting scheduled for tomorrow at 10:00 AM.

Thank you for your understanding. Please let me know your availability for next week so we can find a suitable time to meet.

Best regards,
Anna
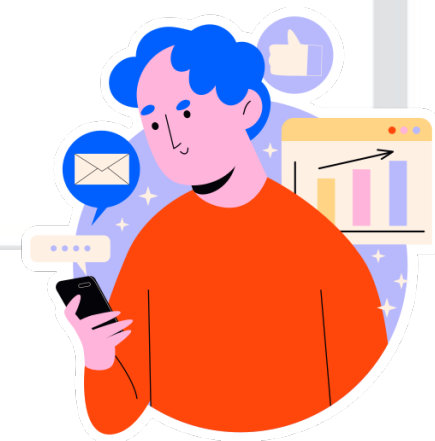
How to response the email? : การตอบอีเมล

1. **Opening ส่วนเกริ่นนำ** : Begin your email response by acknowledging the original message and expressing gratitude if applicable.

Example : "Thank you for reaching out to me regarding the project deadline."

2. **Addressing Concerns การตอบรับข้อคำถามที่ระบุในอีเมลที่ได้รับ** : Address any questions, concerns, or requests raised in the original email.

Example : "I understand your concern about the tight deadline. Rest assured, I am actively working on completing the tasks."

3. **Providing Information or Updates การให้ข้อมูลเพิ่มเติมหรือวิธีแก้ไขปัญหา** : Offer relevant information, updates, or solutions to the recipient's inquiry or request.

Example: "I have attached the latest progress report for your review. We are on track to meet the deadline."

4. **Closing ส่วนลงท้าย** : Conclude your email with a polite closing remark or any follow-up actions if necessary.

Example : "Please feel free to reach out if you have any further questions or concerns."

5. **Signature ลงนาม** : Sign off your email with your name and any relevant contact information.

Example : "Best regards, [Your Name]"

Hi Max,

Thank you for your email regarding the upcoming team meeting. I understand your concern about the proposed agenda.

I wanted to inform you that I have reviewed the agenda and made some adjustments based on your feedback. Please find the revised agenda attached to this email.

If you have any further questions or suggestions, please don't hesitate to let me know. I look forward to discussing the agenda further in our meeting.

Best regards,

Jane Williamson

Steps of sending an email : ขั้นตอนการส่งอีเมล

1. **Compose New Email เขียนอีเมล :** Begin by opening your email platform or app and selecting the option to compose a new email.

2. **Add Recipients ระบุที่อยู่อีเมลผู้รับ :** Enter the email addresses of the recipient(s) in the "To" field. If you want others to receive a copy, you can include them in the "Cc" field.

3. **Craft Your Message เขียนข้อความ :** Write your email, including a clear subject line that summarizes the purpose of your message. Be sure to provide all necessary information and maintain a professional tone.

4. **Attach Files (if necessary) แนบไฟล์ (ถ้ามี) :** If you need to include any files, such as documents, images, or presentations, you can attach them by clicking on the appropriate icon and selecting the files from your device.

5. **Review and Send อ่านทบทวนและส่งอีเมล :** Before sending your email, take a moment to review the content, ensuring there are no spelling or grammatical errors, and that all attachments are included. Once you're satisfied, click the "Send" button to deliver your message to the recipient(s).

thank you

for watching