The language of emails

Objective: To explore how the language of emails affects and impacts the way in which we communicate.

Starter discussion: How does the language in emails differ from other uses of electronic communication?

Teacher note: This could be a group work task with each group given a different form of electronic communication to compare to emails – instant messaging, chat forums, texts, social media sites etc. They could then feed back to the class.

Email analysis

Use the interactive/printable resource – *Email analysis*

Teacher note: Have students read the emails in the interactive resource and answer the questions then give them the printable resource and have them annotate the emails. Encourage them to consider how language has been used to communicate in these emails. How has context affected the way they communicate?

They should think about:

- Openings and closings
- Aspects of formality/informality
- Idiomatic language
- Deixis

Use the interactive resource – *Email analysis annotations*

Teacher note: Use the front of class resource to match the students' annotations with the ones in this resource.

Intended recipients

Use the printable resource – *Intended recipients*

Teacher note: the intended recipients could be omitted from this task and students have to work out who the email was intended for and explain their reasonings. These texts could also be used to explore how 'letter writing' has been impacted by 21st Century as salutations, topic sentences etc are often omitted as email threads are automatically included as well as immediacy of responses etc.

Creative writing task

Use the printable resource – *Creative writing task*

Teacher note: have the students rewrite the piece of text as an email. Encourage them to think about how lexis, grammar, structural patterns etc. would change and why. Ask them also to consider why it is necessary to change language in this way to suit the language of emails.