

Curso de Inglês para o Mercado de Trabalho

Aula 3 – Como escrever um e-mail em inglês

1. Listen, read, and underline the expressions used in e-mails that you learned in class:
(Ouça, leia e sublinhe as expressões utilizadas em e-mails que você aprendeu na aula)

From: Junior
To: Cibelle
CC: Eduardo Smith
Subject: The new product
Attachments: Manual.rtf (265KB)

Dear Cibelle,

I am writing this e-mail regarding the issue that we have with the new product.
We need to make some changes in order to start selling it.
Keep in mind that we can't overspend money, our budget is tight.
Please, find attached the manual of the project.
I also sent this e-mail to Eduardo Smith. I think It's important to keep him in the loop about it.
If you have any questions, please don't hesitate to contact me.
I look forward to hearing from you.

Best regards,
Junior

2. How do you say these expressions in English?
(Como se diz estas expressões em inglês?)

a) Estou escrevendo em relação a...

b) Eu gostaria de perguntar...

c) Por favor, veja/encontre em anexo...

d) Tenha em mente que...

e) Eu também preciso da sua aprovação.

3. Unscramble this e-mail:

(Coloque o e-mail em ordem)

From: Laura

To: Michael

CC: John Adams

Subject: Presentation

Attachments: Globalpresentation.ppt (865KB)

() Regards,
Laura

() If you have any questions, please don't hesitate to contact me.

() I am writing this e-mail because our presentation to the CEO is going to happen on Saturday, and we need to make some changes on it.

() Keep in mind that our time is limited to 20 minutes, so we cannot have so many slides. Please find attached the Global Presentation and feel free to edit what you think it is important. I also sent this email to John Adams. I think we should keep him in the loop about it.

() Dear Michael,

4. Complete with the names of the Internet symbols:

(Complete com os nomes dos símbolos da internet)



a) _____



c) _____



b) _____



d) _____

ANSWER KEY**1.****From:** Junior**To:** Cibelle**CC:** Eduardo Smith**Subject:** The new product**Attachments:** Manual.rtf (265KB)Dear Cibelle,I'm writing this e-mail regarding the issue that we have with the new product.We need to make some changes in order to start selling it.Keep in mind that we can't over spend money, our budget is tight.Please find attached the manual of the project.I also sent this email to Eduardo Smith. I think It's important to keep him in the loop about it.If you have any questions, please don't hesitate to contact me.I look forward to hearing from you.Best regards,

Junior

2.

a) I am writing regarding...

b) I would like to ask...

c) Please find attached...

d) Keep in mind that...

e) I also need your approval.

3.

(5)

(4)

(2)

(3)

(1)

4.

a) at (arroba) or e-mail

b) download

c) attachment or attach

d) send / sent (enviado)