

ใบความรู้ที่ 5 เรื่อง Email Writing
หน่วยการเรียนรู้ที่ 3 เรื่อง Places
แผนการจัดการเรียนรู้ที่ 15 เรื่อง I enjoyed the time with my family (2)
รายวิชา ภาษาอังกฤษ รหัสวิชา อ22101 ภาคเรียนที่ 1 ชั้นมัธยมศึกษาปีที่ 2
ชื่อ - สกุล ชั้น..... เลขที่.....

Part 1: Understanding Email Structure

An email typically consists of the following parts:

- 1. **Subject:** A brief summary of the email's content.

Here are some examples of email subjects: Catching Up After a Long Time, Meeting Agenda for July 15, Homework Assignment for English Class, Invitation to the Annual Family Reunion

- 2. **Greeting:** An opening line to address the recipient.

Here are some examples of email greetings: Hi Sarah, Hello John, Dear Mr. Smith, Greetings,

- 3. **Body:** The main content of the email, which can be divided into paragraphs.

Here are examples of short email bodies:

I hope you're doing well! I just wanted to share that I recently took a trip to the mountains and thought of you. The scenery was beautiful, and I went hiking every day. Let's catch up soon and I'll tell you all about it.

I hope you're well. I wanted to let you know that I have completed the homework assignment for this week and have attached it to this email. Please let me know if there are any issues with the file.

- 4. **Closing:** A polite sign-off followed by the sender's name.

Here are some examples of email closings: Best, Emily / Sincerely, Mr. Smith / Best regards, Jessica / Love, Lily

Part 2: Email Example

Subject: My Amazing Holiday Trip

Greeting: Dear Sarah,

Body:

I hope this email finds you well. I just wanted to share my amazing holiday experience with you.

During my holiday, I visited a beautiful beach where I went swimming and sunbathing. The weather was perfect, and the scenery was breathtaking.

I also went hiking in the mountains, which was both challenging and rewarding. The views from the top were absolutely stunning.

One of the highlights of my trip was visiting a local museum. I learned so much about the history and culture of the area.

Overall, it was a fantastic trip that I will never forget. I feel so relaxed and rejuvenated.

Closing: Thank you for reading about my holiday. I look forward to hearing about your adventures soon. Best regards, John