Teen Things: Emailing 101

Email Subject
This tells people what your email is about at a quick glance. Don't underestimate its importance - spam filters in your inbox also use this to determine if an email is spam or not!

Quick tips:
- Clearly indicate and specify your objective.
- Refrain from having a long email subject, as the end may get cut off.

Introduction
Put yourself in your recipient's shoes – if you receive an anonymous email, it is likely that you would only spare it a cursory glance, or delete it.

Quick tip:
- Provide a brief introduction about yourself and the objective(s) of writing the email.

Attachments
Sending in a preview of your content as an attachment will help your recipient visualise your request better.

Quick tips:
- Indicate in the email that you've added an attachment and what it is for.
- Check that the attachment is correct.
- Try to compress your files to prevent overly large emails that would take up your recipient's inbox space. Some email clients may not be able to deliver oversized files.
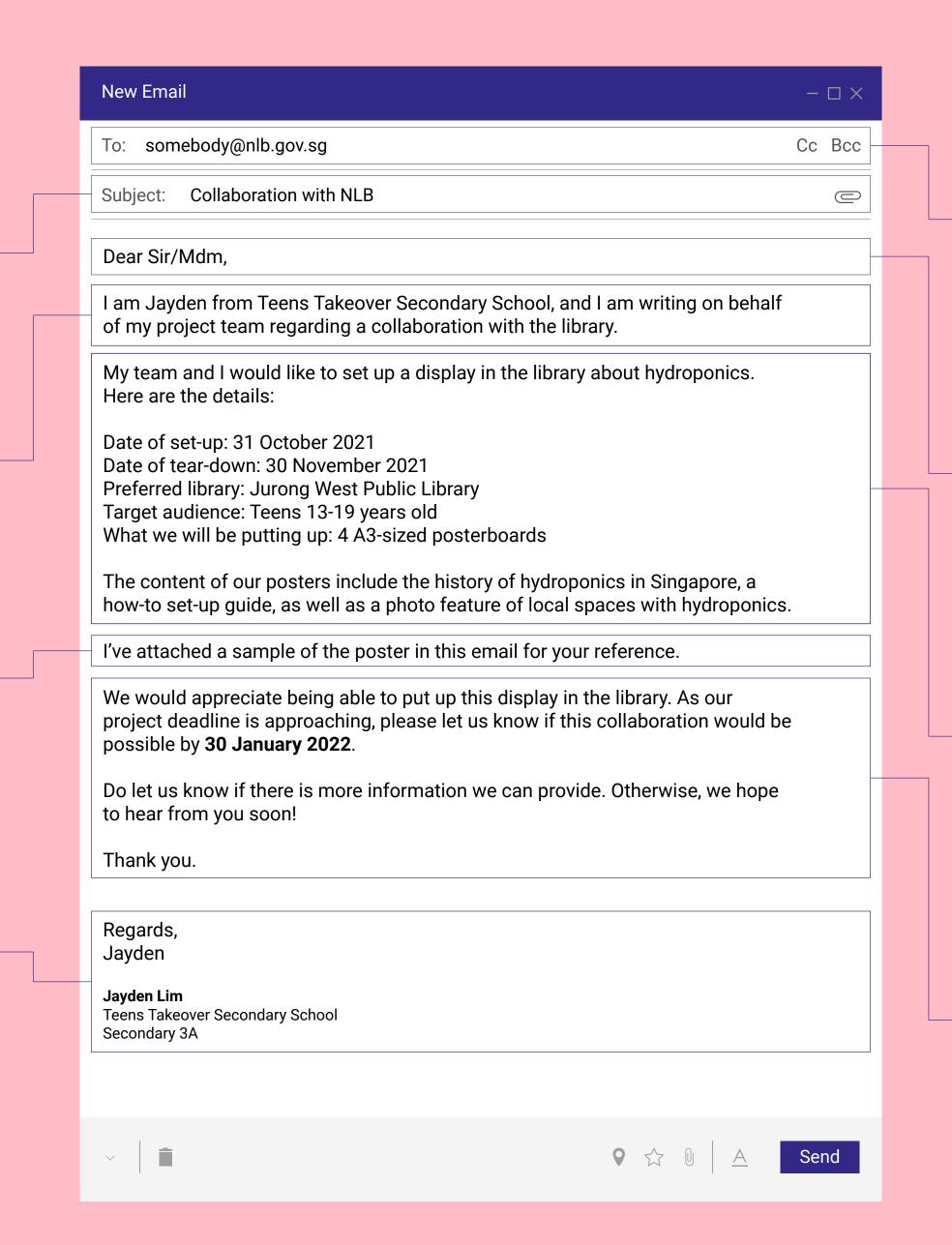
Signing off
Remember to end your email politely. The sign off also reiterates to your recipient your preferred name to be addressed by, even if you have introduced yourself earlier. Some sign-offs you may use include phrases such as "Thank you", "Regards", "Warmest Regards", and "Best Wishes".

Quick tips:
- A standard email signature can be useful for adding formality to your email. This can be easily set up in your email account.
- Differentiate your first and last name so your recipient won't be confused. You may underline your preferred name too.
- Avoid including personal information that you do not want to share with others.

New Email

To: somebody@nlb.gov.sg   Cc   Bcc

Subject: Collaboration with NLB

Dear Sir/Mdm,

I am Jayden from Teens Takeover Secondary School, and I am writing on behalf of my project team regarding a collaboration with the library.

My team and I would like to set up a display in the library about hydroponics.
Here are the details:

Date of set-up: 31 October 2021
Date of tear-down: 30 November 2021
Preferred library: Jurong West Public Library
Target audience: Teens 13-19 years old
What we will be putting up: 4 A3-sized posterboards

The content of our posters include the history of hydroponics in Singapore, a how-to set-up guide, as well as a photo feature of local spaces with hydroponics.

I've attached a sample of the poster in this email for your reference.

We would appreciate being able to put up this display in the library. As our project deadline is approaching, please let us know if this collaboration would be possible by **30 January 2022**.

Do let us know if there is more information we can provide. Otherwise, we hope to hear from you soon!

Thank you.

Regards,
Jayden

Jayden Lim
Teens Takeover Secondary School
Secondary 3A

Send

To/Cc/Bcc
This is the most important part – your emails need to be sent successfully to the right recipients!

Quick tips:
- Double-check that all email addresses are correct!
- The "To" field is where your recipient's email address should be.
- Use the "CC" field to keep your teachers and groupmates in the loop.
- If you have sensitive contact details that you do not wish to share with others in the email, use the "BCC" field to keep them unseen.

Salutation
Always greet your recipient politely. If your recipient signs off with a particular name, do take note to address them with their preferred name in future correspondences.

Quick tips:
- If you do not know the identity of your email's recipient, feel free to address them with "Dear Sir/Mdm".
- Check that the recipient's name is spelt correctly before sending your email to avoid offending them.

Body
This forms the bulk of your email. Here is where you tell people the details of what you need and how you're proposing for it to happen.

Quick tips:
- Keep your email simple and to the point. Many people are busy and don't have the time to read long essays about your proposal.
- Consider using bullet points for easy reading.
- Write all abbreviations in full the first time it's being mentioned in the email e.g. National Library Board (NLB).
- Use paragraphs to space out dense emails. You may use headers to section your email.

Conclusion
Summarise your request so that the recipient is reminded about what they can assist you with.
Use this opportunity to let the recipient know how to get in touch with you if they need further details.

Quick tips:
- Briefly summarise your request and include your deadline where necessary.
- Emphasise any details of note by bolding or underlining the text so it stands out from the rest of the paragraph. (But don't bold and underline too much! Just one or two keywords will do).

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