Topic 5 Worksheet 2

Formal email communication

Consider the email salutations below. Which are for opening, and which are for closing your message?

Best; Yours sincerely; Dear Brian; Yours faithfully; Bye for now; Hi; Ta; See you later; Hey there, Brian; TTYL; Ciao; Best regards

Use the most appropriate ones to correct the email below. Add any other changes that you think would make a better impression and write the completed message below.

Hey Brian

I’m sending my resume and cover letter to apply for the job I saw online last week.

Let me know when I can come and interview?

John

What kind of salutations are appropriate in this context?