

Interpersonal Writing: Email Reply

You will write a reply to an email message. You have 15 minutes to read the message and write your reply.

Your reply should include a greeting and a closing and should respond to all the questions and requests in the message. In your reply, you should also ask for more details about something mentioned in the message. Also, you should use a formal form of address.

Vas a escribir una respuesta a un mensaje electrónico. Vas a tener 15 minutos para leer el mensaje y escribir tu respuesta.

Tu respuesta debe incluir un saludo y una despedida y debe responder a todas las preguntas y peticiones del mensaje. En tu respuesta, debes pedir más información sobre algo mencionado en el mensaje. También debes responder de una manera formal.

Strategies to consider:

USE YOUR TIME WISELY! You only get 15 minutes to read, plan, write, and check.

- Save time by copying the original “saludo” y “despedida.” That will assure you maintain formal/informal and you know you will be correct.
- Triple check that you have addressed the TWO questions that are asked and that you have followed up with a logical question that connects to the content of the message.
- Scan your message for language control. Be sure you have varied grammar forms/moods and finally try to make sure everything that should agree (M/F, conjugations, etc.) does agree.