

Lesson: Writing Professional Emails

(Professional English – Mining Industry Context)

1- Warm-up Discussion (10–15 minutes)

Let's start with simple questions:

- How many emails do you write per day?
- Who do you usually email? (manager, contractor, community leader, colleague)
- What is difficult when you write emails in English?
- Do you write long emails or short emails?

Introduce the idea:

✍ *Emails in professional environments must be clear, polite, and direct.*

2- Structure of a Professional Email

The 5 main parts.

1. Subject Line

The subject tells the reader **what the email is about**.

Examples:

- *Subject: Community Meeting Schedule*
- *Subject: Site Inspection Report – March 10*
- *Subject: Request for Project Update*

Take Note : you have to be :

- ✓ Short
- ✓ Clear
- ✓ Specific

2. Greeting

Examples:

Formal

- Dear Mr. Johnson,
- Dear Madam,

Neutral / Professional

- Dear Team,
 - Hello David,
-

3. Opening Sentence

The first sentence explains **why you are writing**.

Examples:

- I am writing to inform you that the meeting has been rescheduled.
- I would like to request an update on the community project.
- Please find attached the incident report from yesterday.

4. Body of the Email

Explain the information **clearly and briefly**.

Example:

The site inspection was conducted on Monday morning.
During the visit, we identified a minor equipment issue that may affect production.
The maintenance team has been informed and corrective action is being prepared.

You should use:

- ✓ Use short paragraphs
 - ✓ Be clear
 - ✓ Avoid very long sentences
-

5. Closing

Examples:

- Best regards,
- Kind regards,
- Sincerely,

Signature example:

Yannick Akesse
English Trainer
SpeakPro Academy

3- Useful Email Expressions

Requesting Information

- Could you please send the report?
- I would appreciate it if you could provide an update.
- Please let me know if you have any questions.

Giving Information

- I would like to inform you that...
- Please note that...
- Kindly be informed that...

Sending Documents

- Please find attached the report.
- Attached is the project document.
- I have included the updated file.

4- Example Email (Mining Context)

Subject: Community Development Project Update

Dear David,

I hope you are doing well.

I am writing to provide an update on the community development project near the mining site. The team completed the field inspection last week and identified several priorities for the next phase.

Please find attached the progress report for your review.

Do not hesitate to contact me if you need additional information.

Kind regards,
Sarah Johnson
CDLM Department

5- Practice Exercise

Activity for you guys. Write this email:

Situation:

You are writing to your manager to inform him that:

- the site inspection was completed
- a safety issue was identified
- the maintenance team will fix the problem tomorrow

Subject: _____

Dear _____,

(write the email)

10 Common Mistakes Francophones Make in Professional Emails

1- Writing the subject incorrectly

✗ *Object: Meeting tomorrow*

✓ *Subject: Meeting Tomorrow*

Explanation:

In English we say **Subject**, not *Object* (direct translation from French *Objet*).

2- Using “Dear Sir” for everyone

Many francophones start every email with:

✗ *Dear Sir,*

But in professional communication it is better to be specific.

✓ *Dear Mr. Smith,*

✓ *Dear Sarah,*

✓ *Dear Team,*

3- Writing very long sentences

French sentences are often long, but English prefers **short and clear sentences**.



Following our discussion that we had yesterday concerning the inspection that was planned for next week we would like to inform you that...



Following our discussion yesterday, the inspection is scheduled for next week.

4- Using “I inform you that...”

Direct translation from French: *Je vous informe que...*



I inform you that the meeting is cancelled.

Better expressions:



I would like to inform you that the meeting is cancelled.



Please note that the meeting is cancelled.

5- Confusing “Dear” and “Hello”

Francophones sometimes write:



Hello Mr. Johnson

In professional writing:



Dear Mr. Johnson, (more formal)



Hello John, (more informal)

6- Forgetting the subject or verb

Because French structure influences their writing.



Please find attached the report you requested yesterday concerning the incident at the site which happened Monday.

Better:

☒ *Please find attached the report you requested regarding Monday's incident at the site.*

7- Writing emails like SMS messages

✗

Hi

I send you the report

Tell me

Professional email:

☒

Hello David,

Please find attached the report.

Please let me know if you need additional information.

8- Using “Thanks for your comprehension”

Direct translation from French *Merci pour votre compréhension.*

✗ *Thanks for your comprehension.*

Correct expression:

☒ *Thank you for your understanding.*

9- Forgetting polite closing expressions

Some emails end abruptly.

✗

Send me the report.

Better:

☒ *Could you please send me the report?*

☒ *I would appreciate it if you could send the report.*

10- Not using a professional closing

Francophones sometimes finish emails without a closing line.

✗

John

Better:

✓ *Kind regards,*

✓ *Best regards,*

✓ *Sincerely,*

John Smith

💡 **lightening activity** : you guys should **correct the mistakes** in these sentences.

Correct this email: what are the obvious mistake in this email. Which parts are missing and what did the writer forget to points out for instance?

Subject: Object meeting

Hello Mr Johnson

I inform you that the meeting of tomorrow is cancelled.

Thanks for your comprehension.

Yannick