

# Composing the Body of an Email:

## Definition:

- ❖ The body of an email is the main part of your message.
- ❖ It should be clear, concise, and well-structured to ensure that your reader understands your message and can respond appropriately.
- ❖ Here are the key elements and steps to consider when composing the body of an email:

## 1. Salutation

- ❖ The salutation is the greeting at the beginning of the email.
- ❖ It sets the tone for your message and shows respect to the recipient.

**Formal:** Use when addressing someone in a professional or formal context.

### Examples:

"Dear Mr. Geeta," "Dear Dr. Bharat,"

**Informal:** Use when writing to someone you know well or in a casual context.

### Examples:

"Hi Shyam," "Hello Sarah,"

## 2. Opening Sentence

- ❖ The opening sentence should state the purpose of your email clearly and succinctly.
- ❖ This helps the reader quickly understand the main point of your message.

**Formal:** "I am writing to inform you about the upcoming meeting schedule".

**Informal:** "Just wanted to let you know about our weekend plans".

## 3. Body Paragraphs

- ❖ The main body of your email should be divided into clear, concise paragraphs.
- ❖ Each paragraph should cover a single point or topic.

### A. Introduction

Provide a brief introduction if your email requires context or background information.

**Example:**

"As discussed in our previous meeting, we need to finalize the project timelines".

## B. Main Content

Detail the main points you want to communicate. Use bullet points or numbered lists if you need to organize information clearly.

**Example:**

"The project milestones are as follows:"

"**Phase 1:** Research - Due by July 15"

"**Phase 2:** Development - Due by August 30"

"**Phase 3:** Testing - Due by September 20"

## C. Supporting Details

Include any necessary details, explanations, or justifications to support your main points.

**Example:**

"To ensure we meet the deadlines, we will allocate additional resources to the development phase".

## D. Action Items

Clearly state any actions you expect the recipient to take. Specify deadlines and provide any necessary instructions.

**Example:**

"Please review the attached document and provide your feedback by Friday, June 25".

## 4. Closing Sentence

- ❖ The closing sentence should summarize the main points or state the next steps.
- ❖ It should also express any necessary gratitude or courtesies.

**Formal:** "Thank you for your attention to this matter. I look forward to your response".

**Informal:** "Thanks for your help with this. Talk to you soon!"

## 5. Sign-Off

- ❖ The sign-off is the concluding part of your email. Choose a closing phrase that matches the tone and formality of your email.

**Formal:** "Sincerely," "Best regards," "Yours faithfully,"

**Informal:** "Best," "Thanks," "Cheers,"

## 6. Signature

- ❖ Include your signature at the end of the email, which should contain your name, position, company (if applicable), and contact information.
- ❖ This provides the recipient with a way to contact you and adds a professional touch to your email.

### Example:

John Doe  
Project Manager  
ABC Corporation  
johndoe@abccorp.com  
(555) 123-4567

## Tips for Composing the Body of the Email

### 1. Be Concise:

Keep your email as brief as possible while covering all necessary information. Avoid unnecessary details and filler content.

### 2. Be Clear:

Use simple and direct language. Avoid jargon and complex sentences that might confuse the reader.

### 3. Use Proper Grammar and Punctuation:

Proofread your email for any grammatical or typographical errors. Proper grammar and punctuation enhance readability and professionalism.

### 4. Maintain a Professional Tone:

Adjust the tone of your email based on the recipient and context. Maintain professionalism, especially in formal communications.

### 5. Use Paragraphs and Formatting:

Break your email into paragraphs for better readability. Use bullet points or numbered lists for clarity.

### 6. Include Attachments Properly:

If you're attaching files, mention them in the body of the email and ensure they are properly attached before sending.