

An email to congratulate a colleague

Learn how to write an email to congratulate a colleague to practise and improve your writing skills.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Match the definitions (a–f) with the vocabulary (1–6).

Vocabulary

1. the content
2. easy to follow
3. a task
4. glad
5. impressed
6. relevant

Definition

- a. a piece of work to be done
- b. pleased and happy
- c. the ideas that are contained in something
- d. connected with what is happening
- e. easy to understand
- f. feeling respect or admiration

Reading text: An email to congratulate a colleague

To: Jon

From: Sue

Subject: Great presentation!

Hi Jon

I'm just writing to say well done on your presentation this morning. It was not an easy task and I'm glad it went well.

You were well prepared. The content was relevant and easy to follow. You also thought about the questions people would have. I think they were impressed! I'm sure everyone feels happier about the new system now.

If you have time, please could you listen to my presentation for next week?

See you later

Sue

.....

Tips

1. Write a clear subject line.
2. It's OK to start with *Hi* for an informal or friendly email.
3. Start with your reason for writing:
I'm just writing to say ...
4. Give specific feedback about things that went well:
The content was relevant and interesting ...
It was easy to follow ...
... you thought about the questions people would have.
5. Say what effect their work has had:
I think they were impressed!
I'm sure everyone feels happier about the new system now.
6. You can finish with *See you later* or *Speak soon*.

Tasks

Task 1

Are the sentences true or false?

	Answer	
1. The presentation was easy.	True	False
2. Jon worked hard on the presentation.	True	False
3. The information was useful and easy to understand.	True	False
4. Jon didn't think people would ask questions.	True	False
5. Some people didn't like Jon's presentation.	True	False
6. Sue would like help with her presentation next week.	True	False

Task 2

Write a number (1–6) to put the sentences in order to make an email.

_____ I'm just writing to say congratulations on your report.

_____ When you have time, please could you show me how to use the software you used to make the tables?

_____ It will help me explain the new plan to the director.

_____ Thanks a lot, Mike

_____ Hi Linda

_____ The structure is clear and the information is very useful for our new marketing plan.

Task 3

Complete the sentences with words from the box.

a	about	could	you
to	everyone	was	well
were	have	on	lot

1. I'm just writing say well done your presentation yesterday.
2. It was difficult task and I'm glad it went
3. The information relevant and you thought how to explain the information clearly.
4. I'm sure understands our work better now. I think they impressed!
5. If you time, please you help me with the presentation to the director next week?
6. Thanks a See later.

Discussion

Do you congratulate your colleagues? What for?

Answers

Preparation task

1. c
2. e
3. a
4. b
5. f
6. d

Task 1

1. False
2. True
3. True
4. False
5. False
6. True

Task 2

1. Hi Linda
2. I'm just writing to say congratulations on your report.
3. The structure is clear and the information is very useful for our new marketing plan.
4. It will help me explain the new plan to the director.
5. When you have time, please could you show me how to use the software you used to make the tables?
6. Thanks a lot, Mike

Task 3

1. to | on
2. a | well
3. was | about
4. everyone | were
5. have | could
6. lot | you