

## JAK NAPISAĆ E-MAIL PO ANGIELSKU?

1.

**Mail po angielsku należy rozpocząć odpowiednim nagłówkiem.** To, jak powinien on wyglądać, zależy od tonu maila (formalny vs nieformalny) oraz tego, jakie relacje łączą Cię z adresatem.

W wiadomościach nieoficjalnych możesz zastosować jeden z poniższych nagłówków:

- **Dear John**, - kiedy piszesz do osoby, z którą mówicie sobie po imieniu,
- **Hi John**, - gdy piszesz do znajomego.

Możesz też napisać po prostu **Hi, Hello**, lub użyć samego imienia adresata, np. **Danny**.

W mailu formalnym, jeśli nie znasz imienia i nazwiska osoby, do której go kierujesz, wybierz jeden z następujących nagłówków:

- **Dear Sir**,
- **Dear Sir or Madam**,
- **To Whom It May Concern**,

Jeśli piszesz do konkretnej osoby, lecz nie znacie się osobiście lub łączą Was stosunki formalne, maila rozpocznij w następujący sposób:

- **Dear Mr Brown**,
- **Dear Elizabeth White**,

2.

**E-mail formalny – przydatne zwroty:**

- **I hope this email finds you well.** - Zwrot grzecznościowy będący formalnym odpowiednikiem "I hope you are ok", czyli "Mam nadzieję, że wszystko u Państwa/Pani/Pana w porządku."
- **My name is...** - Mam na imię...
- **I am writing with regard(s) to...** - Piszę w związku z...
- **I am contacting you to...** - Kontaktuję się z Państwem, aby...
- **We are writing in connection with...** - Piszemy w nawiązaniu do...
- **I am emailing in reference to...** - Piszę wiadomość w nawiązaniu do...
- **I am contacting you to...** - Kontaktuję się z Państwem, aby...
- **In reply to your e-mail, I would like...** - W odpowiedzi na Państwa e-mail, chciałbym...
- **With reference to our correspondence, I would like to...** - Nawiązując do naszej korespondencji, chciałbym...
- **I am writing to you on behalf of...** - Piszę do Państwa w imieniu...
- **I am writing to enquire about...** - Piszę, aby zapytać o...

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3.

#### E-mail nieformalny – przydatne zwroty:

- **How are you?** – Jak się masz?
- **How's everything?** – Co słychać?
- **How are things with you?** – Jak się miewasz?
- **I hope life's treating you well.** – Mam nadzieję, że wszystko u Ciebie w porządku.
- **I hope things are going well with you these days** – Mam nadzieję, że u Ciebie wszystko w porządku w ostatnim czasie.
- **I hope you are well** – Mam nadzieję, że u Ciebie wszystko w porządku.
- **What's new?** – Co tam u Ciebie nowego?
- **I was glad to hear from you.** – Cieszę się, że napisałeś.

#### 4. Przykłady:

A. Temat: Zdjęcia z wakacji

To: katy13@mail.net

From: angela34@mail.net

Subject: Holiday pictures

Hi Katy,

How's everything? I've been meaning to write for ages, but never seem to have time for that. I had to revise for the final exams. Fortunately, I've passed all of them and I can deal with more pleasant things now.

Have a look at the photos I'm sending attached. My favourite pic is the one of you and me together, standing on the beach and looking amazingly good in our new dresses. It really brings the memories flooding back, don't you think?

Anyway, now that I've finished school, I need to decide what to study at university. I'd love to choose something artistic or creative but my parents insist that I should "get a proper job", like a lawyer or a doctor :( I wish I knew what to do.

What about you? Have you got your uni sorted out yet? I want to ask you a favour. Can you tell me, how you've made the decision? I have absolutely no idea how to choose the best studies for myself.

By the way, you promised to come and visit us. Do you fancy coming in July? I think summer would be perfect to meet up and spend some nice time together. We'd love to have you here.

Lots of love for your family!

Write soon!

Angela

B. Temat: List przewodni – praca asystentki nauczyciela

To: abc.hr@mail.net

From: claire.smith@mail.net

Subject: Teaching Assistant Job – Claire Smith

Dear Sir or Madam,

I am writing in response to your advertisement for the post of teaching assistant placed at indeed.com. I have always wanted to work with children and for that reason I believe this post would be perfect one for me.

My qualifications are well suited to the job. I graduated in Pedagogics from Bristol University three years ago. I also have some experience of teaching, as I worked as a teaching assistant in summer camps for

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children last year and two years ago. I consider myself hard-working and creative, which are both important characteristics for a teacher who wants to motivate students with interesting lessons. Please find attached my CV and references from my previous employer. I would be happy to attend an interview at any time that is convenient for you.

I look forward to hearing from you. Yours faithfully,

Claire Smith

C. Subject: Pizza Party!

Hey friends,

Guess what? I'm throwing a pizza party this Friday at my place! Bring your appetites and your favorite toppings. Let's stuff ourselves with cheesy goodness and have a blast.

RSVP if you can make it!

Cheers,

[Your Name]

D. Subject: Movie Night Suggestions

Hey movie buffs,

I'm planning a movie night this weekend and I need your help choosing what to watch. Any recommendations? I'm in the mood for something funny or action-packed. Let me know your top picks!

Thanks,

[Your Name]

E. Subject: Let's Catch Up!

Hi there,

It's been ages since we caught up! How about we grab some coffee this week and chat about what's been going on in our lives? I miss our conversations and I'd love to hear all about your adventures.

Talk soon,

[Your Name]

F. Subject: Wanna Hit the Gym?

Hey buddy,

I've been slacking on my fitness goals lately and I need some motivation. How about we hit the gym together a few times a week? It'll be more fun and we can push each other to stay on track. What do you say?

Pumped,

[Your Name]

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G. Subject: Game Night Alert! 🎲

Hey gamers,

Get your dice ready because it's game night at my place this Saturday! Bring your favorite board games and snacks. Let's roll some dice, play some cards, and have a great time together.

Game on,

[Your Name]

H. Subject: Need Travel Advice ✈️

Hey wanderlust,

I'm planning a trip to [destination] and I could use some advice. Have you been there before? Any must-see attractions or hidden gems I shouldn't miss? I'd love to hear your recommendations!

Thanks a million,

[Your Name]

I. Subject: Recipe Exchange Time!

Hey foodies,

Let's spice things up in the kitchen! I'm looking for new recipes to try out. Do you have any favorites you'd like to share? Whether it's a mouthwatering dessert or a savory dish, I'm all ears!

Bon appétit,

[Your Name]

J. Subject: Lost and Found

Hey there,

I seem to have misplaced my favorite [item]. Has anyone seen it lying around? It's [description]. I'd really appreciate it if you could keep an eye out for it. Thanks a bunch!

Best regards,

[Your Name]

K. Subject: Help Needed with DIY Project ( DO IT YPUTSELF)

Hi DIY enthusiasts,

I'm attempting a home improvement project and I could use some extra hands. Anyone available to lend a hand this weekend? There'll be pizza and cold drinks as a token of my appreciation!

Let's get crafty,

[Your Name]

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L. Subject: Let's Explore the Outdoors!

Hey nature lovers,

The weather's looking great this weekend, so I'm thinking of heading out for a hike.

Who's up for some outdoor adventures? It'll be a breath of fresh air and a chance to soak in some natural beauty.

Let's go wild,

[Your Name]

#### BARDZIEJ FORMALNY STYL:

##### 1. **Subject: Invitation to Participate in a Panel Discussion**

Dear [Recipient's Name],

I hope this email finds you well. I am writing to extend an invitation to you to participate as a panelist in an upcoming discussion on [climate changes]. The event is scheduled to take place on [date] at [venue/location] from [start time] to [end time].

Your expertise and insights on [topic] would greatly enrich our discussion, and we believe your participation would be invaluable to our audience. Please let us know at your earliest convenience if you are available and willing to join us.

We look forward to your favorable response and the opportunity to collaborate with you on this event.

Best regards, [Your Name][Your Position][Your Contact Information]

##### 2. **Subject: Inquiry Regarding Job Opportunity**

Dear Hiring Manager,

I hope this email finds you well. I am writing to express my interest in the [Job Title] position advertised on [platform/source]. With a strong background in [relevant field/experience], I am excited about the opportunity to contribute my skills and expertise to [Company Name].

Attached is my resume for your review. I would be grateful for the opportunity to discuss further how my qualifications align with the requirements of the position.

Please let me know if there is any additional information I can provide.

Thank you for considering my application. I look forward to the possibility of joining your team.

Sincerely, [Your Name][Your Contact Information]

##### 3. **Subject: Request for Meeting Appointment**

Dear [Recipient's Name],

I hope this email finds you well. I am writing to request a meeting with you to discuss [safety issues in our city]. Given your expertise in this area, I believe your insights would be invaluable as we [purpose of the meeting].

I am available [provide dates and times that work for you], and I am flexible to accommodate your schedule. Please let me know a convenient time for you, and I will make the necessary arrangements.

Thank you for considering my request. I look forward to meeting with you.

Best regards, [Your Name][Your Position/Title][Your Contact Information]

**4. Subject: Formal Invitation to a Networking Event** Dear

[Recipient's Name],

It is with great pleasure that I extend this formal invitation to you to attend our upcoming networking event on [date] at [venue/location]. The event will bring together professionals from various industries for an evening of networking and collaboration. Your presence at the event would be an honor, and we believe you would greatly contribute to the conversations and connections made during the event. Please RSVP at your earliest convenience to confirm your attendance.

We look forward to welcoming you to the event and fostering meaningful connections within our professional community.

Warm regards, [Your Name][Your Position/Title][Your Contact Information]

**5. Subject: Notification of Policy Change** Dear [Recipient's Name],

I am writing to inform you of an upcoming change in our [company/organization] policy regarding [brief description of the policy change]. This change will take effect on [effective date].

We believe that this adjustment will [briefly explain the rationale behind the policy change and its benefits]. Detailed information regarding the revised policy will be provided in a separate communication.

Should you have any questions or concerns regarding this change, please do not hesitate to contact [contact person or department]. We appreciate your attention to this matter.

Sincerely, [Your Name][Your Position/Title][Your Contact Information]

**6. Subject: Formal Thank You Letter** Dear [Recipient's Name],

I am writing to express my sincere gratitude for [specific reason for gratitude, e.g., hospitality, assistance, support, etc.]. Your [kindness/generosity/help] has made a significant impact, and I am truly appreciative.

[Optional: Personalized message expressing how their actions have affected you or benefited you.]

Once again, thank you for your [kindness/generosity/help]. Your [support/contribution] is invaluable, and I am deeply grateful.

Warm regards, [Your Name][Your Position/Title][Your Contact Information]

**7. Subject: Notification of Upcoming Training Workshop** Dear [Recipient's Name], I am pleased to inform you of an upcoming training workshop on [topic] scheduled for [date(s)] at [venue/location]. This workshop aims to [briefly describe the objectives and benefits of the workshop].

As a valued member of our team, your participation in this workshop is highly encouraged. Please confirm your attendance by [RSVP deadline] to ensure adequate arrangements are made.

Should you have any questions or require further information, please don't hesitate to contact [contact person or department].

We look forward to your participation in this enriching learning opportunity.

Best regards, [Your Name][Your Position/Title][Your Contact Information]

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