

BE PRECISE WHEN WRITING EMAILS

DO YOU WRITE A LOT OF ENGLISH EMAILS?
WOULD YOU LIKE THEM TO BE PERFECT?
THIS ISSUE OF T-ROOM GIVES YOU A FEW
#NIFTY TRICKS

1. K-I-S-S

Keep It Short and Simple. However, pay attention to the basic English word order of subject-verb-object. 'Peter messaged John' is **not** the same as 'John messaged Peter.' In the second case, John sent a message to Peter.

2. Stay consistent

Make sure you don't combine informal and formal expressions. Starting your email informally with 'Hi Mike' and ending it with 'Yours faithfully' won't make a good impression.

3. Spell-checker is a good servant but a bad master

Try writing your English email without the spell-checker first! It's great practice and you can let the programme proofread it later. (Beware, though. Sometimes even the spell-checker is wrong!)

TRENDS IN LANGUAGE LEARNING

To improve your writing, try **Grammarly**. It is a new add-on (for Chrome, Safari, Firefox and Edge) that can detect grammar, spelling, punctuation, word choice, and style mistakes in your writing. It also provides explanations for the mistakes. Moreover, it sends you weekly reports showing your most common mistakes so you can avoid them in the future!#

VOCABULARY PHRASAL VERBS

Yours faithfully – can be used at the end of a formal letter before you sign your name, when you have addressed somebody as 'Dear Sir/ Dear Madam, etc.' and not by their name

greeting – a polite or friendly phrase you use to start a message, email, or conversation

proofread – to read and correct a piece of writing

'ZKONTRLOVAT/KONTRLOVAT'
LOOK LIKE THE ENGLISH WORD
'TO CONTROL', BUT USUALLY
THE CORRECT TRANSLATION
IS 'TO CHECK'. YOU 'CHECK' IF
SOMETHING (E.G. A DOCUMENT) IS
OKAY. 'TO CONTROL' SOMETHING
MEANS YOU HAVE POWER OVER IT.

#NOMORECZENGLISH
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COMPETITION

What common greeting is used in emails when you don't know the person you are writing to? If you know the answer, email it to englishroom@jcl.cz by **20 February** for a chance to win a **500 CZK voucher** from **Neoluxor** and a book from **Englishbooks**. Last month's winner is Alena Čechurová from Plzeňský Prazdroj. Congratulations!

TEACHER'S CORNER



I always try to motivate my students to use analogies when they need to guess the meaning of a word, but one day it led to a funny situation. We were reading a text and the student didn't know what the word playground meant. I asked her to try and work it out and she said, "It must be some kind of music, just like underground."#

Anna Wagnerová

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