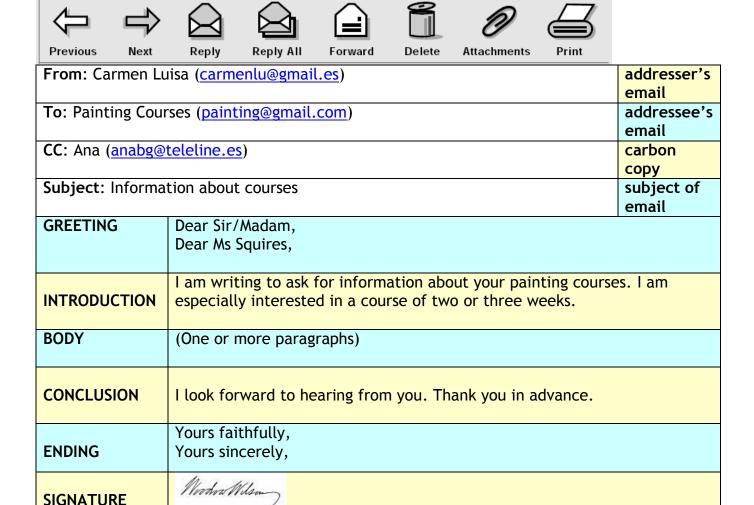
WRITING FORMAL E-MAILS



When you finish your e-mail you should check:

Carmen Luisa Pérez Amaro

- spelling and punctuation (capital letters, full stops, commas, etc.)
- grammar
- vocabulary
- the structure of paragraphs