



How to write a body.

Step 1. Inform the reader.

Step 2. Develop the topic sentence.

Step 3. Support the topic sentence.



Step 1.

Establish the reason you are writing.

Here are some ways that are appropriate.

Informal

I would like to let you know that...

I am happy to say that...

Just letting you know...

Formal

I am writing in regards to the...

With reference to our...

It is a pleasure to inform you that...



Step 2.

Use a topic sentence.

This is like writing a summary at the beginning of the paragraph.

Tip #1

Keep it short.

15-20 words max.

Tip #2

Make this clear.

Keep the subject and verb close.



Step 3.

Next, we need to support the topic sentence.

Look at some of the examples below.

Tip #1

You should use **at least 2 support sentences** to help describe your topic sentence.

Tip #2

Make sure that they are no longer than 30-35 words each.



Using Bullet Points

If you are making a list use bullet points to organize for your reader.

Tip #1

Questions are much easier to understand if they are written individually in bullet points.

Tip #2

This is also true about steps or parts of a process. In paragraph form, they can be difficult to follow.



Leading into the conclusion.

Set your reader up for the conclusion.

Tip #1

What do you want to
get out of the email?

Tip #2

Double check your register.

Will your call to action be
appropriate?