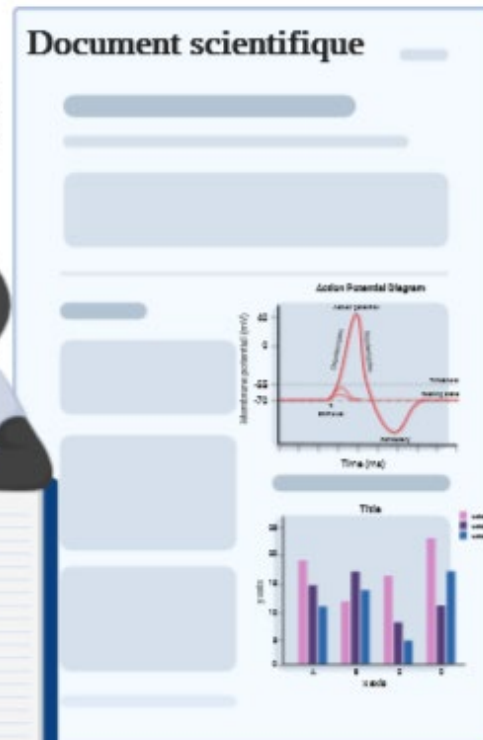
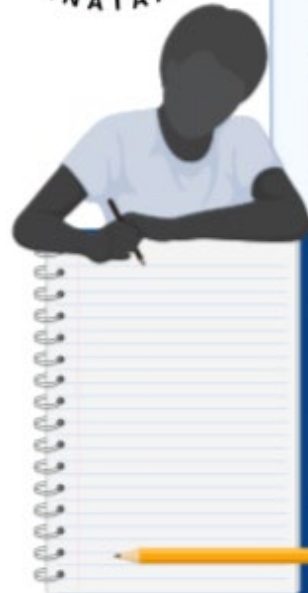




Course

Written and Oral Expressions



Objectives of WOE Tutorials :

- To understand the various methods and techniques of oral and written communication used in an academic and/or professional context.**

Course Content :

Email Communication

- **Oral Communication**
- **Written Presentation (CV)**
- **Scientific Document**
- **IMRaD Structure**
- **Bibliographic References**
- **Scientific Illustrations**
- **Scientific Article**
- **Abstract**
- **Poster Presentation**
- **Oral Presentation**

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Tutorial 01 : **Email communication**

Email, also known as electronic mail or e-mail, is a service for transmitting written messages and documents electronically over the Internet to the electronic mailbox of a recipient chosen by the sender.



To send and receive messages via email, you need to have an email address and an email client (email software, such as Windows Mail, Outlook, Mozilla Thunderbird, etc.) or a webmail service (e.g., Gmail, Yahoo Mail, etc.) that allows access to messages through a web browser.

The syntax of an email address is as follows:

[emailaddress@webmail.com](#)

Tutorial1: Create Your Email Address:

1. Choose a free webmail service such as Gmail, Yahoo Mail, Outlook/Hotmail, etc.



Gmail



Yahoo



GoDaddy



Aol Mail



Hotmail



Outlook



Office365



Exchange



iCloud



GMX



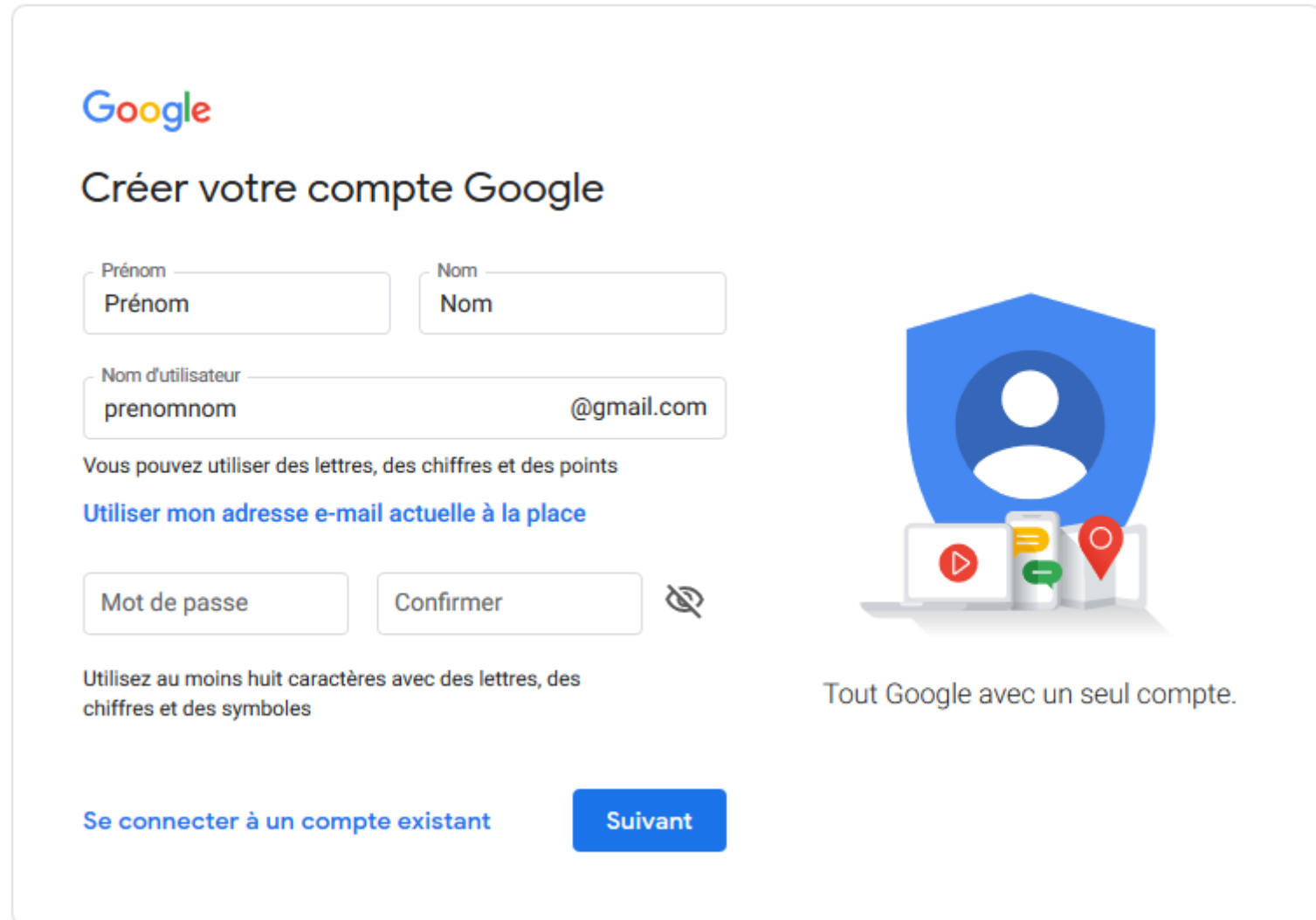
Zoho



FastMail

Tutorial1: Create Your Email Address:

1. Create an email address :



The image shows a screenshot of the Google account creation page in French. The page is titled "Créer votre compte Google" and features the Google logo at the top left. Below the title, there are several input fields for user information: "Prénom" (First name) and "Nom" (Last name), both with "Prénom" and "Nom" as placeholder text. A larger field for "Nom d'utilisateur" (Username) contains the placeholder "prenomnom" and "@gmail.com". Below this, there is a note: "Vous pouvez utiliser des lettres, des chiffres et des points" and a link: "Utiliser mon adresse e-mail actuelle à la place". There are two input fields for "Mot de passe" (Password) and "Confirmer" (Confirm), with a "🔇" icon to the right. Below the password fields, there is a note: "Utilisez au moins huit caractères avec des lettres, des chiffres et des symboles". At the bottom left, there is a link: "Se connecter à un compte existant". At the bottom right, there is a blue button labeled "Suivant". To the right of the form, there is a large blue shield icon with a white person silhouette, and below it, a laptop displaying icons for YouTube, Gmail, and Maps. Below the laptop, the text reads: "Tout Google avec un seul compte."

Tutorial1: Create Your Email Address:

1. Create an email address :

Valid email addresses:



firstnamelastname@domain

lastnamefirstname@domain

firstname.lastname@domain

lastname.firstname@domain

firstname-lastname@domain

lastname-firstname@domain

firstname_lastname@domain

lastname_firstname@domain

If the first name is very long with compound names = use the first name or initials of the names.

If the username is already in use = add a number before @.

Tutorial1: Create Your Email Address:

1. Create an email address :

Invalid email **addresses**:

firstnamélastnamé@domain (accents not allowed)

pre(name)name@domain (parentheses and other symbols not allowed)

username@domain (usernames, e.g., toutou, fifi, coucou... not allowed)

Tutorial1: Create Your Email Address:

2. Create a signature for your future emails consisting of:

First Name Last Name
Affiliation

Tutorial1: Create Your Email Address:

3. Create an automatic acknowledgment receipt email reply:

An electronic acknowledgment receipt is a message sent in a standardized and automatic manner to inform a sender that what they have sent has been received successfully.

Tutorial1: Create Your Email Address:

4. Send an introductory message (in French or English) to the email address eeo-inataa@umc.edu.dz :

Greeting,

Brief introduction (one sentence).

Reason for reaching out (one sentence).

Closing phrase.

Tutorial1: Create Your Email Address:

4. Send an introductory message (in French or English) to the email address eeo-inataa@umc.edu.dz :

Recipient's email address

eeo-inataa@umc.edu.dz

Email Object

Matière EEO-Message de présentation

Bonjour,
Je m'appelle Gomri Mohamed Amine, je suis étudiant de première année Licence Sciences Alimentaires à l'INATAA.
Je vous contacte dans le cadre de la matière Expressions Ecrites et Orales.
Cordialement,

Email content

--
Mohamed Amine Gomri
Enseignant-Chercheur
INATAA-Université Frères Mentouri Constantine 1

Signature

Insertion of attached files



Formatting tools



Some recommendations:

1. **Clear Subject:** Specify the subject of the correspondence precisely to help the recipient understand the purpose of the email.
2. **Polite Greeting:** Use an appropriate salutation based on the relationship.
3. **Structure:** Organize the email into an introduction, body, and conclusion.
4. **Clarity:** Use plain language and avoid unnecessary jargon.
5. **Conciseness:** Be brief and get to the point.
6. **Signature:** Include your full name, title, and contact information.

Some recommendations (continued):

7. Professional Language: Use formal and respectful language.

8. Attachments: Ensure that attached files are relevant and of reasonable size. Name them appropriately.

9. Confidentiality: Be mindful of the confidentiality of shared information.

10. Proofreading: Review carefully to eliminate typos and grammatical errors.

11. Politeness and Respect: Be polite and respectful, even in case of disagreement.

12. Informative Subject: The email subject should reflect its content.

Activity 1: Creating an Email Address (Activity to be completed by 10/15/2023):

- 1. Create an email address in the format `firstname.lastname@domain`.**
- 2. Create an email signature.**
- 3. Set up a read receipt.**
- 4. Send an introductory message (in French or English) to the email address eeo-inataa@umc.edu.dz.**