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## Email writing format for students

Last Updated on December 4, 2020 Organizational draw is something that eats up time and keeps people from getting things done on time. Companies that want to increase productivity do so by creating more efficient processes. This also applies to individuals, freelancers, and entrepreneurs. Whether you work alone or as part of a team, it's important to use the right tools to increase productivity, and having an accessible and manageable task list can go a long way. Here's a list of the top 10 productivity apps you can use to achieve more.

1. ToDoistToDoist is an awesome to-do task list app used by over 10 million people. To use the app, you just write down all the activities that you plan to do. The software will then interpret these activities and categorize the data accordingly. For example, if you create a task to go to lunch at noon with a friend, the app will automatically categorize this task as a meeting and send you a reminder at the right time. However, this app is more than a personal activity planner. You can use it to plan tasks for your entire team. It is also good for planning entire projects, discussing details of the project, and monitoring the deadlines. The basic functionality is free, but you can unlock premium features for \$36 or \$60 per year for full access. Available on iOS and Android.
2. monday.comThis productivity app allows you to manage your workflows and tasks. It's a great tool to create a task list and help you have a clear picture of your work and status for each task. The app is a bit like a spreadsheet. However, it looks much nicer, and it allows you to switch between multiple views. It gives you alerts and notifications, and it allows you to attach files as well as communicate with colleagues. The features of Monday.com a task board that can be customized to handle due dates, hours spent, task progress, and more. Users can upload and attach files, make comments, mention members of their team, and more. It can also be integrated into Google Drive, Slack, GitHub, Jira, Dropbox, and many other platforms. If you're having trouble setting it up, you can contact the customer by email or phone. Available on iOS and Android.
3. CloudAppCloudApp is a great app to increase productivity. It offers very intuitive communication, which can help you save up to 56 hours a week. Your only problem will be to decide how you can utilize all the extra time. Whether you're talking to a customer, colleague, or client, this app has all the features you need. With GIFs, screenshots, and picture notes, you no longer need to write long e-mail messages. Instead, you can show people what you want them to do. The app has over 3 million users. It has proven to be quite reliable in helping users to increase You can choose the free version or you can opt for a \$9 per month upgrade to access premium features. Available on iOS.
4. QuipIf you work closely with members of your team, Quip Quip is large app for team activities. The platform combines spreadsheets, documents, slides and chat. Its main strength is that it comes with a suite of Live Apps. You can use them to increase the functionality of Quip. In addition, you will waste less time by being able to streamline the use of various tools. Quip is one of the most customizable productivity apps in the world. There are options for using connected tools to track time, manage work, and more. Some of the integrations of Quip are Dropbox, Github, Slack, Salesforce, and more. The app costs just \$30 per month for 5 users. Available on iOS and Android.
5. TrelloTrello is an app that makes managing projects an easy task. This is possible through the app's Kanban philosophy. It is a visual and intuitive platform. Users can break huge data into small pieces, making it useful for creating a task list. This is made possible by creating cards for each task. The cards can be organized into different columns, which are representative of different stages of the project. When a task is complete, a card moves from one column to the next. The app is free but it comes with a premium plan with \$9.99 per month. Available on iOS and Android.
6. Focus KeeperThis app is perfect for those who wish to improve their work habits and minimize distractions while maintaining a focus on current tasks. Focus Keeper is based on Pomodoro technology. This method uses timeboxing to ensure that each task is complete. This is more than a task list app. To understand how best to work, your app delivers a set of tools that you can use to set up your workday. It tracks your hours, analyzes, checks interruptions, and more. Some of the inclusions of Focus Keeper are Trello, Asana, Todoist, Basecamp, Outlook, Google Keep, and many others. The app costs \$2.99 per month for those who want to access premium features. It is available on Linux, iOS, Android, web, macOS and Windows.
7. QuireThis app is designed as a professional and personal to make activity list manager. The app has a highly efficient and optimized design due to the developers' philosophy of visual task management. This allows you to easily get updates and work with your teammates. The app also allows users to customize and select templates based on their preferences. It's easy to use, but it helps you get things done. The app is currently free. Available on iOS and Android.
8. AsanaThis Kanban-style app is quite popular. It helps you visually organize your tasks. This app allows you to set timeouts, tasks, assign, and visualize the workflow. It is quite popular and is used by many people. The app has a stylish clutter-free design and comes with multiple integrations. As a result, it can be adapted to a wide range of projects. The app costs \$ per month. Available on iOS and Android.
9. Togglyou can use this simple timepiece to increase your team's productivity. It works on different devices on multiple platforms, and it comes with friendly reminders to make sure you remember to keep it on. It usually sends you a report after you complete a task that will help you make improvements next time. The app is free and those who want to access premium features pay \$9 per month. Available on iOS and Android.
10. Omni FocusThis app is considered the gold standard in to-do apps. Omni Focus delivers a large number of functions that can be used to sort, prioritize and plan tasks. It has several ways to categorize tasks as location, energy needed, and priority. It is only available on Apple devices and it costs \$39.99 for the standard package. Available on iOS.

SummaryAll the apps above are great for increasing productivity. However, you need to choose one that best suits your needs. Try a number of them out before you decide to settle on one. More Tools for ProductivityDay Photo Credit: Bram Naus via unsplash.com

Helping students understand the differences between formal and informal correspondence via email or letter is an important step toward helping them master differences in records required to write in English. These exercises focus on understanding the type of language used in an informal letter by contrasting it with formal communication. Generally speaking, the main difference between informal and formal letters is that informal letters are written when people speak. There is currently a tendency in business communication to move away from formal writing style to a more, personal informal style. Students should be able to understand the differences between the two styles. Help them learn when to use formal and informal writing style with these exercises.

Purpose: Understanding the Correct Style and Writing of Informal Letter Activity: Understanding the Difference Between Formal and Informal Letters, Vocabulary Practices, Writing Practice Level: Upper Intermediate Outline: Ask students what situations require a formal email or letter and what situations require an informal approach. Have students brainstorm about the differences between formal and informal letters written in their native language. After students have discussed differences between the two styles, introduce the topic of differences in email and letter writing in English by giving them the first spreadsheet asking students to discuss differences between formal and informal phrases used in correspondence. Discuss spreadsheets as a class to complete your review to discuss any issues that may arise. Invite students to do the second exercise that focuses on appropriate formulas for writing informal letters or e-mails. As a class, discuss another informal language that could be used to accomplish the purpose. Invite students to try their hand and change formal phrases to more informal language in a practice message. Have students write an informal email selecting one of the suggested topics. Invite students to peer review their emails with a focus on language that may be too formal (or informal). Discuss the below to help you focus on the differences between formal and informal written communication used in emails and letters. Why is the phrase 'I'm sorry to inform you used in an email? Is it formal or informal? Are phrasing verbs more or less formal? Can you think of synonyms for your favorite phrase verbs? What is a more informal way of saying I am very grateful for ... How can the phrase Why not we ... used in an informal email? Is idioms and slang okay in informal emails? What kind of emails can contain more slang? What is more common in informal correspondence: short sentences or long sentences? Why? We use phrases like Best Wishes, and Yours faithfully to finish a formal letter. What informal phrases can you use to end an email to a friend? A colleague? A boy/girlfriend? Look at the phrases 1-11 and match them with a purpose A-K that reminds me, ... Why don't we, ... I'd better get going. Thank you for your letter... Let me know, I'm really sorry. Love, could you do something for me? Write soon... Did you know that... I'm glad to hear that... A. to end the letter B. to apologize C. to thank the person for writing D. to begin the letter E. to change subject F. to ask a favor G. before signing the letter H. to suggest or prompt I. to ask for an answer J. to ask for an answer K. to share certain information information