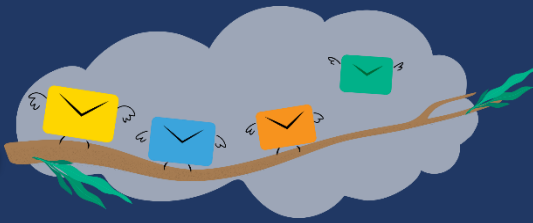


โครงการพัฒนาศักยภาพการเขียน e-mail ภาษาอังกฤษ เพื่อการติดต่อสื่อสาร



จักษกรกฤษณ์ เฟื่องปรารงค์ : ผู้อำนวยการกองพัฒนาภาษาและกิจการต่างประเทศ

e-mail



e-mail คืออะไร มีกี่ประเภท

ศาสตร์ความรู้

โครงสร้างและหลักการเขียน e-mail

Narration/information

Exposition/explanation

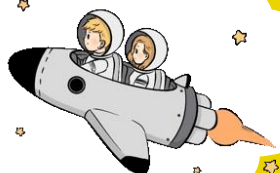
ตัวอักษร

Persuasion/approval

พหูพจน์กวนใจ

Description

สิ่งละอันพันละน้อย



e-mail คืออะไร มีกี่ประเภท



A system for sending messages to one or more recipients via telecommunications links between computer using dedicated software or a web-based service¹.



An email message is a text, typically brief and informal, that is sent or received over a computer network².

1: www.dictionary.com

2: Richard Nordquist, www.thoughtco.com

e-mail คืออะไร มีกี่ประเภท

Narration/information

Exposition/explanation



Persuasion/approval

Description





วิทยาศาสตร์ความรู้



Break

โครงสร้างและ หลักการเขียน e-mail



date

addressee

salutation

introduction

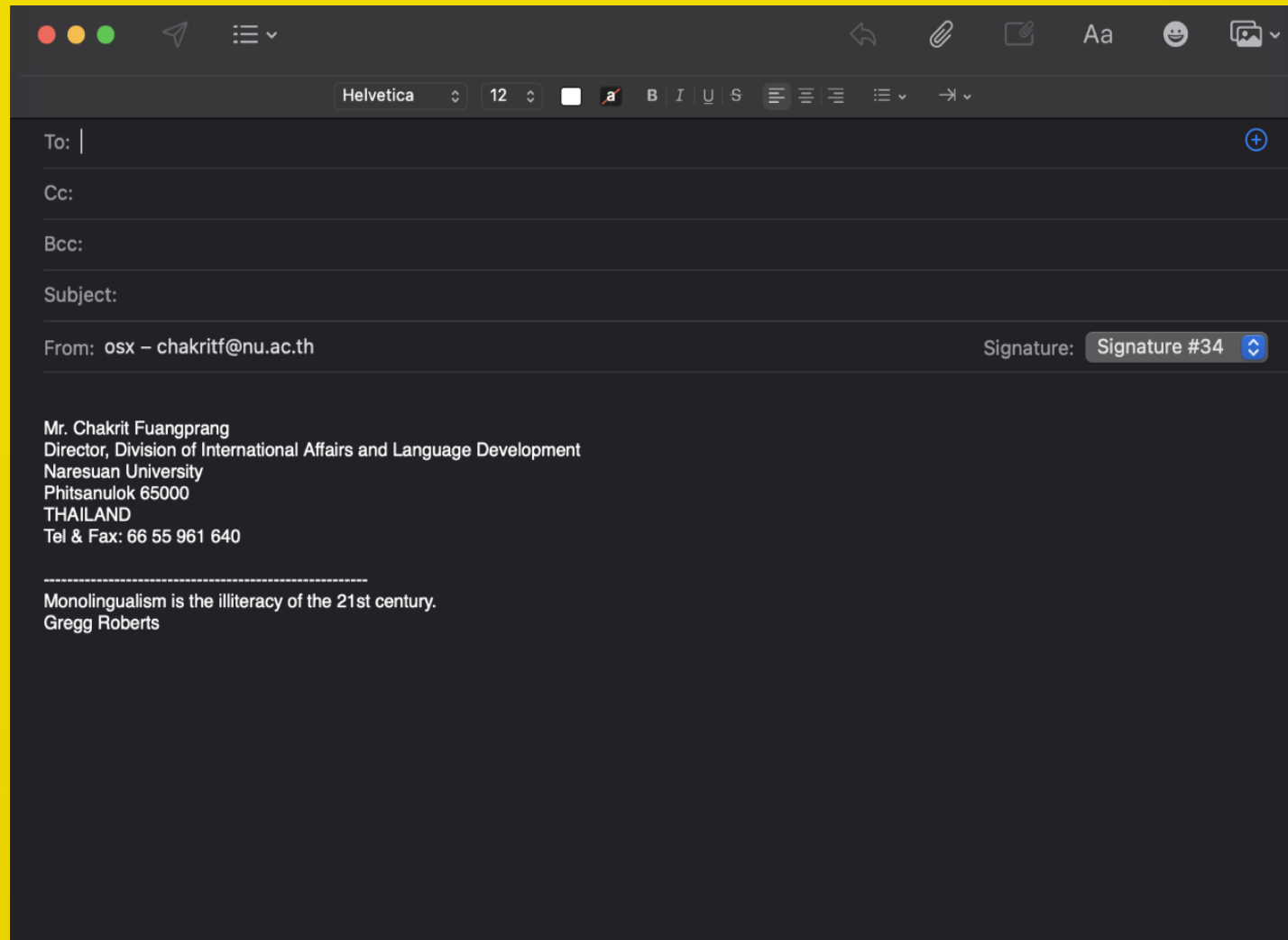
body

closing

signature

carbon copy

โครงสร้างและหลักการเขียน e-mail



e-mail คืออะไร มีกี่ประเภท

Narration/information

From: TEGUH GUMILAR <teguh3293@gmail.com>
Sent: Friday, January 8, 2021 12:01 AM
To: Duangjit Yata <Duangjitp@nu.ac.th>
Subject: QnA NU International Scholarships

Dear Sir/Madam,

I am Teguh Gumilar from Indonesia. I graduated from **Physics Education** in 2016. Currently, I am working in a private international school in Jakarta. I am planning to pursue a master's degree at Naresuan University.

Questions:

- 1) How can I apply to NU with NU International Scholarships?**
- 2) Is there any PDF/web page that I can read about your NU International scholarship?**
- 3) Can I apply with my TOEFL ITP 570?**

Thank you
Teguh
Jakarta-Indonesia

e-mail คืออะไร มีกี่ประเภท

Narration/information

From: Arif Sharafat <arif.sharafat@gmail.com>
Sent: Sunday, March 7, 2021 2:40 PM
To: Duangjit Yata <Duangjitp@nu.ac.th>
Subject: Request for admission information on scholarship

Dear Officer,
International Scholarship Office,

I am Muhammad Arif Sharafat Ali from Pakistan. I am interested to join the School of Renewable Energy Technology, Naresuan University, to get admission to an M.S. degree in Smart Grid on a scholarship.

It is, therefore, requested to guide me in this regard. A resume is also attached for your consideration.

Thank you for your valuable time, consideration, and forthcoming favorable response.

With kind regards,

Muhammad Arif Sharafat Ali



CV.pdf

e-mail คืออะไร มีกี่ประเภท

Narration/information

From: Intelligent Zone <intelligentzone@gmail.com>

Sent: Monday, September 28, 2020 2:57 PM

To: Duangjit Yata <Duangjitp@nu.ac.th>

Subject: International student scholarship

Dear Sir/mdm,

Good day.

May I ask if the scholarship is open for application for Spring 2021 semester admission.

Thanks
Owen

e-mail คืออะไร มีกี่ประเภท

Exposition/explanation

Sent: Tuesday, June 29, 2021 9:19 AM

To: maureen.berthelot@univ-fcomte.fr

Cc: kittiwan vongkunghae <kittiwanv@nu.ac.th>; Phatcharaporn Prasit <Phatcharapornc@nu.ac.th>; PAUL MARCILLE <paul.marcille@univ-fcomte.fr>; celine.demougeot <celine.demougeot@univ-fcomte.fr>; Sirintip Intarapazit <sirintipi@nu.ac.th>; siptar69@hotmail.com; atjawan junkhao <atjawanj@hotmail.com>

Subject: RE: Agreement between NU and UFC

Dear Maureen Berthelot,

Thank you very much for your email with the draft agreements!

For your information, we have updated some small details on our President title without modifying any content. Please kindly find the draft agreement in English version enclosed herewith.

And, for our further management on this, please allow us to forward the draft agreement to our President for consideration. Once acknowledged by the President, the agreement will be forwarded to the Administrative Committee Meeting and the University Council Meeting for final approval before signing. In addition, according to our university policy, the process from now on takes not later than two months.

So, If we have any updates on this matter, we will immediately let you know. Or, if any further action is needed from our side, please feel free to contact us at any time. Thank you once again.

Best regards,

Athiporn Pothikun (Mr.)
International Relations Officer

e-mail คืออะไร มีกี่ประเภท

Exposition/explanation

Dear Birgit Kranzl,

Refer to your e-mail dated June 23, 2021 sending us the letter to confirm that you have received our payment for membership fee 2021 (700 euros). The Financial Office of university would like you to add the term "RECEIPT" on the head of the confirmation letter for our financial regulation. Please kindly help to revise the receipt as the mention above and send us via this e-mail as soon as possible.

We look forward to hearing from you as soon as possible.

Thank you for your kind assistance for this matter.

Best Regards,

Neng

Ms. Phatcharaporn Prasit



ตัวย่อहरรักษา

e-mail คืออะไร มีกี่ประเภท

Persuasion/approval

Dear President,
Dear Professor Manupat Lohitnavy,

I hope you, your family and your team are safe and well and that you are able to continue your all important work! HSH Prince Alfred of Liechtenstein, our Advisory Board Chairman who is well with the other members of the International Peace Foundation in Europe, sends His best regards.

His Highness has also requested me to ask you for a meeting in Bangkok on either November 8, 9, 10, 11, 12, 15, 16, 17, 18 or 19, 2021, to personally inform you about the preparations for the THAI-JAPAN-ASEAN BRIDGES event series which the Vienna-based International Peace Foundation will facilitate in Thailand and Japan under the joint patronage of 20 Nobel Peace Prize Laureates from November 2023 to April 2024 and to receive your important advice, guidance and possible cooperation for which will be one of the first major international event series held in Thailand after the covid-19 crisis.

In an ongoing series of up to 50 major events BRIDGES will again in 2023/24 bring Nobel Laureates from around the world to Thailand and Japan to stimulate exchange and to enhance further development through education. After 20 years of success with BRIDGES originating in Thailand in the year 2003 and from where the events have been continuously organized since then, this will now be the last program led by Nobel Laureates in Economics, Medicine and other fields of science which the International Peace Foundation will facilitate in Thailand as its final highlight: showing a way forward into a better future after the global crisis caused by the pandemic, before the foundation will focus its work in the years ahead on other parts of the world.

On the occasion of my next preparatory visit to Bangkok I would be delighted to personally present to you the details of this THAI-JAPAN-ASEAN BRIDGES event series, to receive your important advice and guidance and to discuss with you a cooperation in possibly hosting one of the visiting Nobel Laureates at NaresuanUniversity.

I thank you for your kind attention and remain at your disposal for any further questions.

In the hope to see you soon I send you my best regards,

Uwe Morawetz
Founding Chairman, International Peace Foundation



พหุพจน์กังวลใจ

e-mail คืออะไร มีกี่ประเภท

Description

Dear Kausar,

First of all, my apology for belated reply but a Happy New Year to you, too.

In previous message, you mentioned Computer Science students coming here under exchange activities, which I need to clarify. Computer Science student(s) would come here to our Faculty of Business only if Adil waives his right. We would like to know his decision upon the offer of the faculty for the cost of ASQ (hotel picked by the faculty).

Suppose he still does not want to come; then a Computer Science student from IoBM would be the next priority for Faculty of Business.

However, in case Adil give a yes and IoBM still want to send Computer Science student(s), we need to contact our Faculty of Science as they have the right field of discipline for your students. Again, whether they will be accepted is finalised by Faculty of Science. Bear in mind, in case Faculty of Science gives a green light, privileges may vary depending on their financial resources.

Let settle this first before we move onto joint research activities.

Best,
Chakrit

Mr. Chakrit Fuangprang
Director, Division of International Affairs and Language Development
Naresuan University
Phitsanulok 65000
THAILAND
Tel & Fax: 66 55 961 640



ส่งละอันพันละน้อย

THANK YOU

