

A FINAL REPORT

**THE METHODS OF WRITING GOOD LETTERS AND
CORRESPONDENCE LANGUAGE TONES USED IN
ELECTRONIC BUSINESS CORRESPONDENCE (EMAIL) AT
AIRLANGGA GLOBAL ENGAGEMENT**



By :

ZAMIA ROSA ARTIYANTI
NIM 151811813013

ENGLISH DIPLOMA PROGRAM
FACULTY OF VOCATIONAL EDUCATION
UNIVERSITAS AIRLANGGA

2021

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STATEMENT OF ORIGINALITY

I, Zamia Rosa Artiyanti (151811813013), hereby declare that the final report I wrote does not contain or parts of the works of other people, except those cited in the quotation and the references, as a scientific paper should.

Surabaya, 5th March 2021



Zamia Rosa Artiyanti
NIM 151811813013

APPROVAL

THE METHODS OF WRITING GOOD LETTERS AND CORRESPONDENCE LANGUAGE TONES USED IN ELECTRONIC BUSINESS CORRESPONDENCE (EMAIL) AT AIRLANGGA GLOBAL ENGAGEMENT

FINAL REPORT

Presented in partial fulfillment of the requirement for the Diploma Degree in
English Language

Department of Business, Faculty of Vocational Studies

Universitas Airlangga

By:

Zamia Rosa Artiyanti
Student Number : 151811813013

Approved by

Final Report
Advisor



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BOARDS OF EXAMINERS RATIFICATION

The final report has been examined and ratified before the Board of Examiners

Study Program : English Diploma

Departemen : Business

Faculty : Vocational Studies of Universitas Airlangga

Day/Date : Wednesday/ 7 July 2021

Time : 10.00

Room : Zoom Meeting

Board of Examiners:

Chairman/Chairwoman



Sidarta Prasetyo, S.S., M.A.TESOL

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First Examiner



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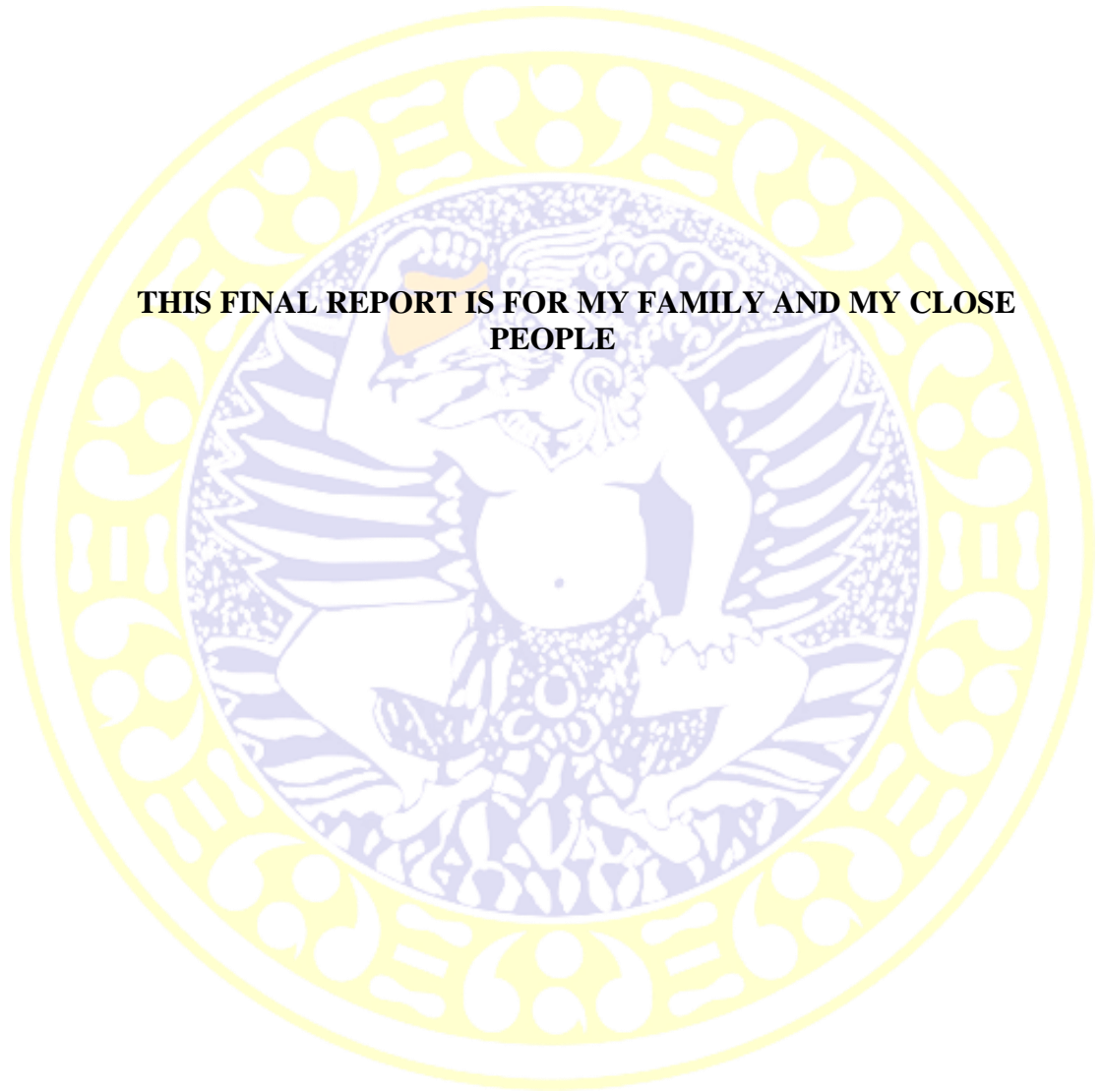
Second Examiner



Sidarta Prasetyo, S.S.,M.A.TESOL

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**THIS FINAL REPORT IS FOR MY FAMILY AND MY CLOSE
PEOPLE**



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March 5, 2021

