

ENGLISH



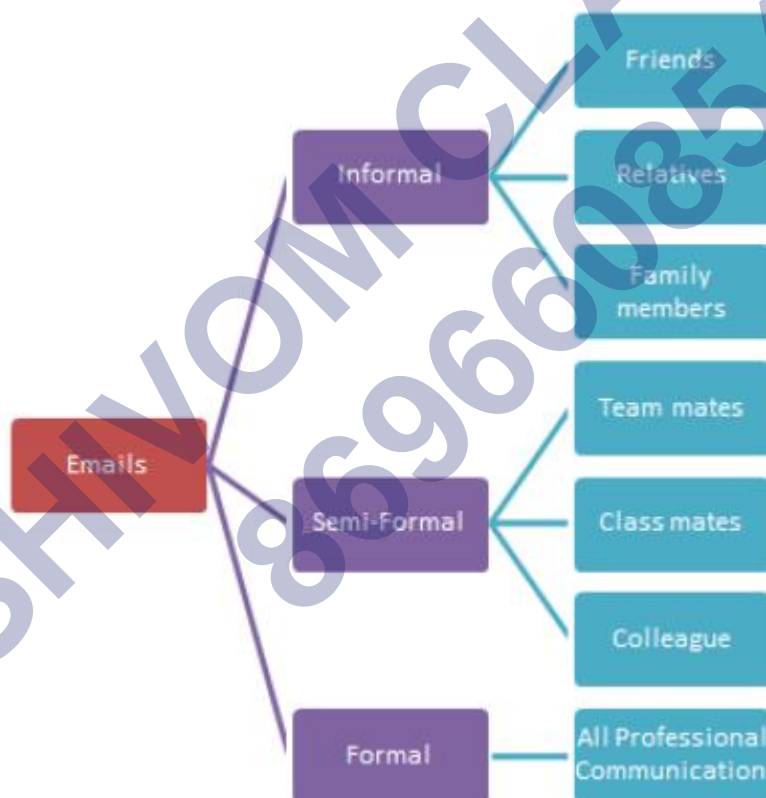
EMAIL WRITING

An email is a method of composing, sending, storing, and receiving messages over an electronic communication system. Here we have discussed, what is formal and informal email. The method for formal email has been discussed in detail here (stepwise). The students can see how to compose a formal email and practice to write following the method and email format given below.

Email stands for electronic mail. It is the most preferred means of communication because it is cheaper and faster.

EMAILS ARE OF THREE TYPES

- Semi-Formal email
- Informal email
- Formal email



Semi-Formal Email

An email written for a colleague or a team-mate within a project comes under this category. The language used is simple, friendly, and casual. Modesty and dignity must be maintained.

Informal Email

An informal email is written to any relatives, family, or friends. There are no particular rules for informal email writing. A person can use any language of his or her choice.

Formal Email

Suppose we are writing or composing an email for any type of business communication. It will come under the category of formal email. Formal email writing will be an email written to companies, government departments, school authorities or any other officers.

Advantages of Email Writing

- It provides a written record of the communication.
- Email writing is an instantaneous form of communication.
- It can be used anytime and anywhere.
- It is a cheaper form of communication.
- Email helps to contact or send information to a large group of people.

Disadvantages of Email Writing

- One can get many junk emails
- There is no guarantee if the reader reads the email or not
- The details can be used for identity theft
- We need to have the internet to receive or send emails
- Viruses are easily spread via email attachments

Effective Emails

Email writing is a form of expressing ideas or queries. It is helpful only if we write an email in clear and unambiguous terms. Effective email writing has the property of clarity of statement, the needed solution with clear, logical, and simple language. Email writing can be successful if we follow some rules. These are the rules of

- Greeting
- Introduction
- Giving Context or information
- Call for action

Features of Email:

There are many features of email. Some of them are as follows

- Automatic reply to messages
- Notification of delivering or not of a message
- Facility to send copies of a message to many people
- Signatures can be attached
- Automatic using the date and time
- Attachments in the form of files, graphics or sound can be sent
- Mobile friendly emails facility
- Auto forward of messages
- The address can be stored in an address book
- The address can be used in the near future
- Automatic filing and retrieval of messages.

SAMPLE

- Your friend wants to visit Rajasthan. Write an e-mail giving your knowledge about Rajasthan.

Answer:

Date:16/6/20XX:

From: jeevan2000@gmail.com

To: mahesh@gmail.com

Subject: Knowledge about Rajasthan

Dear Mahesh

Hello! How are you I'm fine here? Last week me and my family went to Rajasthan. It's a beautiful place. We enjoyed very well. There are many places which should be seen. Thar desert as you know it's the largest desert in India. Royal Palaces and lakes are also worth watching.

Regards

Jeevan

- Write an e-mail to the supervisor intimating about your absence sign as Jane Doe.

Answer:

Date: 2/3/20XX

To: Joseph 07@gmail.com

CC: Suzane@ Rediffmail.com

Subject: Jane Doe – Absent from Work

Dear Supervisor Joseph

I've got down with the flu and will not be coming in on Tuesday, March 2, so that I can take rest and recover. I've asked Patricia to check on my clients to ensure all of their needs are met and Tom will prepare the report for our Friday meeting.

I will try and check the email if you need anything urgent.

Thank you,

Jane

- Congratulate your younger brother by email as he has won the first prize in an inter-school debate competition.

Answer:

Date: 28/2/20XX

To: Krishna @gmail.com

Cc: Rupesh@gmail.com

Subject: Congratulation on winning first prize.

Dear Krishna

Heartly congratulation!

I was extremely glad to know that you have won the first prize in an inter-school debate competition. I always knew your ability to speak fluently and effectively. It shows you have further sharpened your skill of arguing. You have done pride to all of us in the family. I hope, along with the activities, you will equally perform well in the academic areas.

Love

Rupesh

- You have just passed out from a school which is now celebrating its annual day. On this occasion, you have been invited to receive a prize for some past activity. Send an email to the principal regretting your inability to attend the function.

Answer:

Date: 4/3/20XX

To: principal@kvjodhpur.com

Cc: Abhishek01@gmail.com

Subject: Inability to attend the function

Dear sir,

Kindly accept my heartfelt thanks for inviting me to receive my prize for the first position I had won in a solo song competition in my school days. But I regret to say that I will not be able to come to the Annual day celebration as I have to appear at an entrance exam in an institute that day. I shall come someday to seek your blessings and collect my valued prize.

Regards,

Abhishek