

Subject: English
Date:14/04/2020

Topic: Writing Skills

Name of the Teacher: Mrs. Meena Patil

FYJC ARTS/COMMERCE

What is an Email?

An Email is the method of composing, sending, storing and receiving messages over electronic communication system.

Email means – Electronic mail.

It is preferred means of communication because it is cheaper and faster.

Types- formal and Informal

1. Formal mail can be written to-

- Companies
- Government Departments
- Offices
- School Principal or Teacher

2. Informal mail can be written to-

- family
- relatives
- friends

The format of a formal email-

Let us discuss the Format of a formal Email

1. email address of the recipient of the mail.
2. main subject / reason of writing the email.
3. Salutation
4. Body of the email:

- a) Introduction
- b) Matter in detail
- c) conclude

5. Courteous leave taking and closing

6. Name, designation and contact details of sender.

The **format of an Email** must be strictly followed in a formal Email. Just like a formal letter, we use formal language in a formal Email also. Use of abbreviations, short forms, slang language should be avoided in a formal Email. On the other hand, in an informal Email, we can miss out on salutation, leave taking and designation and contact details of the sender because we are writing the mail to an acquaintance.

Write down emails given on the following topics;

1. Write an email to the Mayor of your city seeking a solution to the problem of waterlogging in your area. You are Raj / Roma of Dharma Colony, Ramgarh.
2. Write an email to the MLA seeking a solution to the problem of people roaming around in your area in Lockdown. Suggest few solutions.

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- The first sheet of Tutorial gives you information about email writing.

- Follow the format of email writing given in it and write emails on the given topics.

1) Write an email to the Principal of your college asking him to make the ebooks available on the college website. Give your preference for it.

2) Write an email to your class teacher to inform her about your absence in the Final Examination of FYJC. Give reason.

3) Write an email to your fellow students to encourage them about 'how to make the best use of the free time you have got because of the deadly pandemic'.

4) Write an email to the Management of your college to invite them to the College Annual Function.

5) Write an email to the Canteen Committee to complain about the slow service and a low-grade food served in the canteen of your college.