

**Learning Outcome:** To enable the students to know how to write an electronic mail effectively and in the correct form.

E-mail writing has become the most preferred and widely used mode of communication today. E-mails are generally shorter than letters as they are often written quickly, in response to a request or question. Most E-mails contain only a few lines.

## FORMAT

**Following are the steps to write an e-mail:**

Most E-mails may contain the following elements:

### 1. Subject line:

It should be brief.

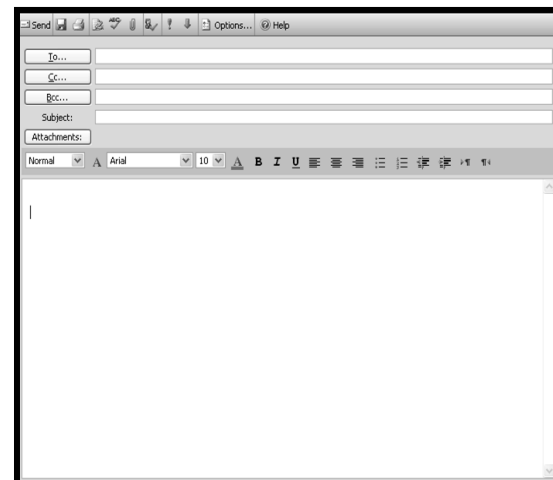
It should indicate the content of the message.

### 2. Salutation:

It is quite common to use first names for personal emails if you know the recipient.

### 3. Content:

- Each main idea should be in a separate paragraph.
- Write in complete sentences.
- Don't use abbreviations.
- Keep the sentence and paragraph length relatively short.



**Important points to remember while writing E-mails are:**

1. Write in short paragraphs.
2. Use a descriptive subject line- say what the email is about in a few words.
3. Write in simple, direct English.
4. Finally before you send the email, review the content thoroughly. Spellings and grammar should be checked carefully. No spelling errors should be there and

grammar should be correct.

### **SAMPLE EXERCISE**

You are Minal and your cousin Rohan lives in New Zealand who has never been to India. Write an e-mail to him describing the beautiful hill station Kasauli, where you recently went with your family.

From: minal24@yahoo.com

To: rohan367@gmail.com

Date: April 14, 2020

Subject: Family fun at Kasauli

Dear Rohan

I hope you all are doing well there! I wish you could come to India at least once and see the spectacular mountains of Kasauli. Recently I went to Kasauli, a hill station that is breathtakingly beautiful and serene. We all needed a break from the hustle-bustle of our busy lives, so we thought of spending the weekend at somewhere quiet. Kasauli is just the perfect place for a get away from the chaotic lives and we all spent a day full of family time over there.

We had booked a small cottage there which was atop a small mountain. In the morning we went for hiking and in the evening we all sat together circling the bonfire, singing dancing and enjoying ourselves completely. The food was prepared by the caretaker of the cottage and it was simply mouth-watering.

This short trip rejuvenated us thoroughly. I would suggest that you must talk to uncle and aunt and plan to come to India for a few days. Then we all can go to Kasauli together as a family. I am sure it will prove to be a memorable vacation for you. Do write to me soon and let me know about your plans.

Regards

Minal