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Subject : GENERAL ENGLISH

Grade: 13

Prepared by: Mrs.Anuri Perera, I.S.A- Sripada Division

Time: 2

### ➤ Writing formal emails

1. First read the given description on writing formal emails in your General English book.  
(Page 122 & 123 ) .
2. Now list the differences between a formal email and an informal email .
3. Do the writing activity on Page 123 in your General English book .
4. Imagine you are the secretary of English Literary Association. You have planned to organize an English Camp in your school. Write an email to the director of English in your area asking permission to hold it.
5. Imagine you are the sports captain of your school. Your school has been given sports equipment by Provincial Department of Education in your area. Write an email to thank for the equipment.