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1. **GRADE : 12**                      **SUBJECT: ENGLISH**                      **WEEK: 3<sup>RD</sup> WEEK, AUGUST**
2. **UNIT 6 – THE CYBER WORLD**
3. **READING 2**
4. **STUDENT'S ACTIVITIES:**
  1. **First read the given two emails.**
  2. **Next identify the differences of emails.**
  3. **List them.**

### Formal email

**From:** Hamad345@gmail.com

**To:** ehabaly74@yahoo.com

**Subject:** English project

Dear sir,

I wish to find you well. I write this email ask you about the English project. What is the project about? How many words should I write? How can I send it to you? I look forward to hear from you.

Waiting for your kind reply.

Kind regards

Yours faithfully (المخلص )

Hamad

### Informal email

From: María ( <a href="mailto:maria@terra.es">maria@terra.es</a> )
To: Alice ( <a href="mailto:alice@hotmail.com">alice@hotmail.com</a> )
CC:
Subject: My family

Hi Alice,

How are you? I hope you're well. Thanks for your last e-mail. This time I'm writing to tell you about my family.

My mother's name is Amparo and my father's name is Juan. My mother is 45 years old and my father is 55. My mother is a doctor and my father is a dancer. I love them both very much.

I have a horrible little brother and no sisters. His name is Fernando. He goes to the same school as me. He is 8 years old. He loves playing football, video games and annoying me! I like playing basketball and going out with my friends. I don't like school because my teacher is always angry.

We have one dog called Bobbi. He is always happy.

Well, that's all for now. I hope to hear from you soon.

Love,  
María xxxxxx

**1. Find the type of the email to the given situations and write the answer in the space given.**

Writing an Email to your best friend . .....

Writing an Email to your principal . .....

Writing an Email to Manager of Seylan Bank. ....

Writing an Email to your mother . .....

- Create an e-mail address for you.
- Send an e-mail to your best friend.

## 5. External resources:

- e nenapiyasa

[https://www.enenapiyasa.lk/lms/pluginfile.php/9296/mod\\_resource/content/1/Making%20a%20presentation.pdf](https://www.enenapiyasa.lk/lms/pluginfile.php/9296/mod_resource/content/1/Making%20a%20presentation.pdf)

- Youtube-

<https://youtu.be/llqPvcciKEM>

[https://youtu.be/\\_rv7QvdvMAY](https://youtu.be/_rv7QvdvMAY)

## 6. Outcomes of the lesson:

- Distinguishes between formal and informal e-mails.
- Identifies and points out the similarities and differences in formal and informal emails.
- Discusses answers with peers.
- Writes an email to a friend.