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R/Dodampe Sri Rahula Maha Vidyalaya

1. **GRADE** : 12 **SUBJECT**: ENGLISH **WEEK**:
2. **UNIT 6** – THE CYBER WORLD
3. Writing
4. **STUDENT'S ACTIVITIES**:

I. Read the following email and discuss the answers for the following questions.

From: arunaperera@gmail.com
To: cader1978@gmail.com
Date: 5 July 2021 08:30 hrs
Subject: Inquiring about the job advertisement.

Dear Ms.Cader,

I am writing to inquire about the online course on coding you have advertised on Facebook. I would like to know more about the course content and price. I look forward to hear from you.

Thank you.

Yours sincerely,

Aruna.

- a. **What salutation, or greeting, does the email start with?**
- b. **What does Aruna want to know about the course?**
- c. **Quote the sentence which says that Aruna is waiting for a reply to this email.**
- d. **Is this a formal email or an informal one? Give reasons for your answer.**

II. State whether these statements are true(T) or false(F).

- a. We can use emoticons or informal initialisms in formal emails.
- b. We need to be careful if we capitalize all the letters in a sentence.

- c. It's mandatory to include the date and the postal address in an email.
- d. To send and receive emails we should have an email account.

III. Turn to page number **123** in your General English text book and try to write the email which is mentioned in the "Writing" activity. Share your answers with friends.

5. External resources :

- E-nenapiyasa
- Textbook
- Webpages -

<https://business.tutsplus.com/articles/how-to-write-a-formal-email--cms-29793>

- You Tube – <https://youtu.be/3Tu1jN65slw>
<https://youtu.be/gjqmdcThcns>
- books/magazines

6. Outcomes of the lesson:

- Interacts with others to find correct answers.
- States accuracy of a given set of sentences.
- Practices composing a formal email.
- Shares ideas with peers.