

Writing Emails

(UNIT 6- THE CYBER WORLD)



Grade 12

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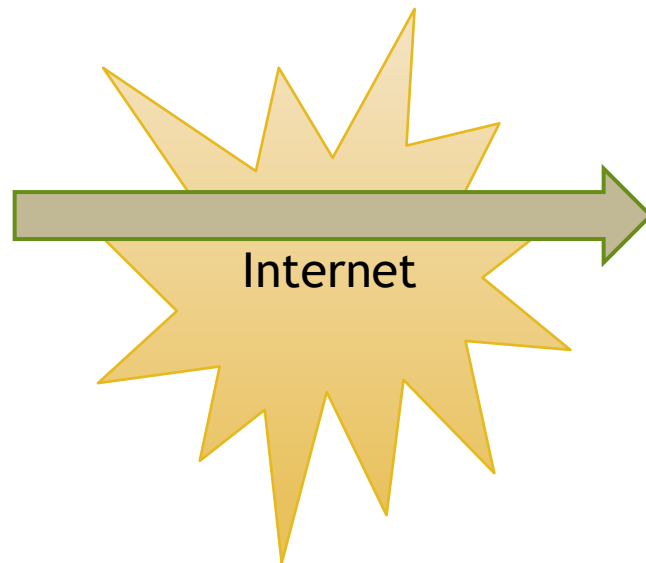
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What is an email ?

- ▶ **Electronic mail (email or e-mail)** is a method of exchanging messages ("mail") between people using electronic devices



sender



receiver

Things that need to send an email

- ▶ Device (computer / laptop/ tab / mobile phones)
- ▶ Internet
- ▶ Email address which registered in any email service like Gmail, yahoo etc. ..
 - ▶ abc@gmail.com
 - ▶ xyz@yahoo.com



Email format



Format of an E-mail

Date:

From:

To:

Subject:

Dear

Regards/Thanks etc.
Sign/Initials

Email format sample

sample :

- From: abc@gmail.com
- To: xyz@yahoo.com
- Date : 14th july,2017
- Cc: magan, chagan, khagan
- Subject: Unable to come home as planned earlier.

• Dear father,

• How are all at home? I am doing well here. I am going to Norway for 15 days in the month of march on an urgent work of the company. So I will not be able to come home as planned earlier. However, I will come after I return from Delhi.

• I miss you all.

• With Love,

• abc

Requesting a PhotoCopy machine

education.ratnapura@gmail.com

Requesting a PhotoCopy machine

Dear Sir/Madam,

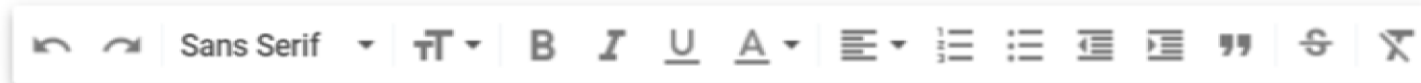
I am Saman Jayaweera, secretary of IT club in Sri Vijaya Maha Vidyalaya, Ratnapura, is writing this to request a photo Copy machine to our school. Since our school is located far away to the town , it is really difficult to get the photocopies for main documents like, important letters and documents of school, students information documents, exam papers and assignments etc..

Because of this matter, we have to face lots of inconveniences when dealing with school day to day activities.

So I think you will understand the situation of our school and we would be grateful if you consider our request and initiate necessary action to fulfill the need.

Thank you.

Saman Jayaweera,
Secretary of IT club ,
Sri Vijaya Maha Vidyalaya, Ratnapura.]



Activity

- ▶ 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.
- ▶ Imagine you are the sports captain of your school. Your school has been given sports equipment by provincial educational department in your area. Write an email to thank for the equipment.
- ▶ Imagine you are the secretary of English Literary Association. You are lack of an audio player and you have to face lots of problems without having this. Write an email to Director of English in your area, requesting an audio player.

