

Tender Heart High School
Subject: English Language
Class: VI

33 B, Chd

Topic: E-Mail Writing.

Good Morning Students,

Today we will learn how to write an 'E-Mail' as education is now becoming increasingly internet and digital technology dependent.

E-Mail is an electronic form of written communication. It is nothing, but good old letter writing made digital and instant.

E-Mails are both formal and informal in nature.

Keep your message short but clear. Use a variety of sentences with varying lengths following the correct format.

Please copy down sample in your Note books

Sample (Informal)

Date:/...../.....

Page:

**XTRA
EDGE**

Write a letter to your cousin about a book that you are currently reading

To: riya@gmail.com

cc/Bcc:

Subject: Book that I am reading

Dear Sana,

Knowing that you are a bookworm I decided to write to you about a book I am reading these days. It is "Looking for Inspiration". It is about Rabindranath Tagore.

The book is gorgeously illustrated. It is all about the Nobel Laureate looking for inspiration. I would want you also to read this book.

I remember your father had told us about a book "Haroun and the Sea of Stories". I dearly want to read it now. Do you think you could send it over to me?

Do let me know what you are reading these days.

Looking forward to your reply.

Priya

Sample (formal)

To: anjali-chaudhary @ g-mail . com.

CC/BCC: namansharma @ g-mail, rupkum @ g-mail

Subject: Independence Day Practice

Dear Ma'am

The student council has decided to meet in the auditorium this Monday

Date: — to begin the preparations for the morning assembly for the Independence Day. The meeting will happen in the eighth period.

We request you to please let us skip the art period for one day. We will be very grateful.

Regards

Rashmi Das.

5th * Write an e-mail to your friend asking him to forward you the holiday homework and also the information on the project assigned.

* You are Sonali/Sonal. Your friend has stood first in Maths Olympiad. Send him/her an e-mail congratulating him/her on his/her achievement!

6th * You have had a very adventurous experience during your summer vacation. Share your experience with your friend through E-Mail.