



INDIAN SCHOOL AL WADI AL KABIR DEPARTMENT OF ENGLISH (2025-26)

EMAIL WRITING

Class: X Subject: ENGLISH

Email, also known as electronic mail, is a medium of written communication used to send and receive information over the Internet. It has been in use since the beginning of the Internet era. Initially, people used it for informal communication before social media apps were introduced into our lives. Later, social media took the spotlight, and now emails are used mostly for professional communication in schools, colleges, offices, banks, etc.

TYPES OF EMAIL:

Informal Email: An informal email is mostly used as a medium of regular conversation with friends, relatives, or any personal individual. It is written to inform your loved ones about your day, about your life, and hear the same from them. Such emails do not have to follow any pattern but must stick to the format. They are informal in their language and tone. Phrases such as, I'm glad, nice to hear from you, yours, by the way, etc are used in an informal email.

Formal Email: A Formal email is written to send or receive any information pertaining to official work. Emails that you receive from your college or school authorities, banks, offices, etc are formal emails. They must be well-composed and sound formal in nature. Words used in formal emails should be more professional than personal. For example, phrases like 'To whom it may concern, Thanks and Regards, Early action is intimidated, etc. are used in formal emails.

EMAIL WRITING FORMAT:

Emails have to be written in the standard format, be it formal or informal. In reality, when you are sending an email, you just have to type the content, the format is already present in your medium of communication. But for exam purposes, students must know the format for writing an email.

From: (Sender's email address)- Enter your email address.

To: (Recipient's email address)- Enter the correct mail address of the recipient.

Date- Enter the date on which the mail is to be sent.

Subject: Write down the objective of writing the mail.

Salutation- Start the mail by greeting the recipient.

Body- Write down all important points in a maximum of two to three paragraphs. Do not exceed the limit mentioned in the question paper.

Sign Off- Bid goodbye to the recipient at the end.

Tips for Email Writing

Emails have to be drafted correctly and written nicely. Some tips to make you an expert at writing emails are mentioned below. Please consider them before writing emails.

- Enter the correct email address
- Keep it short and concise
- Include only important and relevant information
- Use language and tone as per the requirement
- Make sure the message to be sent is clear and understandable
- Keep an interesting subject
- Proofread your emails before sending it

Email Writing Examples:

I. INFORMAL EMAIL WRITING EXAMPLE:

1. Write an email to your friend Anjali Sharma telling her about your school trip to Corbett Park, Dehradun.

From: poonamkapoor25@gmail.com
To: anjalimishra15@gmail.com
26rd August 2024
Subject: I am going on a school trip
Dear Anjali, How are you? It's been a long time since we have written emails to each other. I heard from your mother that you have won the first prize in the inter-school debate competition. I am very happy for you. I want to tell you that my school has organized a small trip of 3 days to Corbett National Park in Dehradun. I am really excited for the trip. We would be doing a jungle safari there. Though I am a bit scared but it's going to be an exciting trip. I am looking forward to it. I really miss you. Hope to meet you soon. Come back home so that we can talk to each other for hours, there's a lot that I want to tell you about. With love Poonam

2. Email Expressing Your Appreciation to your friend for her best academic performance.

From: sonamkapoor27@gmail.com
To: anjalisharma34@gmail.com
23rd August 2024
Subject: Congratulations
Dear Anjali, My heartfelt congratulations to you. I was glad to see your name on the merit list. All your efforts were definitely not in vain. I bet everyone at home is so proud of you. You have truly honoured the family name, and I am happy that you would get to take up the course in architecture that you had been waiting for. I am waiting to meet you in person to convey all my love and appreciation. Convey my regards to uncle, aunty and grandpa. Regards, Sonam

3. Email about Your Trip

From: sonamdutta07@gmail.com
To: anjanagaurav04@gmail.com
13th August 2023
Subject: About my Trip
Dear Anjana, I am very excited to write to you about the long tour I will be going on along with my parents. We will be leaving on the 25th. We will be away for three months. We are going to San Francisco for an official meeting my father has to attend. We would then be travelling to New York to visit our cousins. We would stay there for a month. After that, we will be going to Paris. It has always been my dream to visit Paris

at least once in my lifetime, and my parents have finally agreed to take me there. I will definitely write to you all about my trip – all the different places we visit, the variety of food we eat and the people we meet.

It would have been even more special if you had come along with me. We will make sure we plan out a trip once I am back home.

With best wishes,

Sonam Dutta

II. FORMAL EMAIL WRITING SAMPLES:

1. Suppose you are the Head Manager of your Office, XYZ Pvt Ltd. Write down an email informing your employees regarding the change in office timings for the monsoon season, due to heavy traffic conditions in the city.

From: headmanager.xyz@gmail.com

To: xyz.team@gmail.com

13th July 2024

Subject: Change in office timings for monsoon season

Hello Team,

This is to inform you that the entire team at Top Management has decided to revise the office timings for the entire monsoon season. This decision has been made in consideration of all the employees traveling from farther distance for office daily. The city has bad traffic conditions in monsoon which makes it difficult for employees to reach office on time. Thus, the office timings have been changed from 10:30 AM to 6:30 PM. This will be in effect from tomorrow, ie, 14th July 2024.

We look forward to your cooperation and support to other staff members.

Thanks & Regards

Head Manager

XYZ Pvt Ltd

2. Write an email to the Admission Officer of Indraprastha International College for Women, asking him/her about the information on the admission process, fees, hostel facility, and eligibility criteria for your course.

From: prishamishra456@gmailcom
To: admissionofficer.IICW@gmail.com
25th July 2024
Subject: Request for information on the admission process for B Tech
Respected Sir/Ma'am, I am writing to request information on the admission process of your college. I am interested in pursuing B Tech from your reputed institution. Currently, I am in Class 12 but I aspire to join your institution after completing my high school. Can you please provide me with information on the following: Admission Process: 1. Eligibility Criteria for B Tech 2. Fees Structure for the B Tech course 3. Hostel Facility and charges (including mess, dorm, sports charges) Any information regarding these would be a great help from you. Looking forward to early action. Thanks & Regards Prisha Mishra

3. Email on Seeking Information Regarding Course Details

From: anaskhan17@gmail.com
To: gauravsharma14@gmail.com
17th September 2024
Subject: Regarding Course Details
Dear Sir,

I have passed the B.Sc. degree examination with Electronics as the main subject. I intend to have a course in Computer Science and would like to know the details of the courses taught at your institution. Could you please send me a copy of your prospectus?

Yours faithfully,

Anas Khan

Q4. You are a student of class 11. You took the non-medical stream but after a few months, you find it unsuitable for yourself. You now wish to take up humanities. Write an email to the Principal, seeking permission for the same.

Ans.

From: Arjun Garg

To: The Principal

25th May, 2024

Subject: Request for Change of Stream

Respected Madam,

I am Arjun Garg, a student of Class 11 of your school. I took admission in the non-medical stream. However, I am unable to cope with the studies. I find the subject of Physics to be very tough. So, I have decided to opt for Humanities. This will reduce the stress and I will be able to perform better in these subjects.

Please allow me the same.

I would be grateful to you for allowing me to pursue Humanities.

Yours Sincerely,

Arjun Garg

Q5. You are Samya/Sameer. You work as a clerk in a school. You are sick and would like to take a sick leave.

Ans.

From: Samya/Sameer

To: The Manager

25th May, 2024

Subject: Application for sick leave

Respected Sir,

I, Samya/Sameer, have been working at Learning Step Public School for two years. I am always regular to the office and rarely take any leaves. However, I want to request for a sick leave for one week.

A few days ago, I contracted common cold from my family members. I have high fever, severe headache, cough, and fatigue. If I come to the office, the chance of my colleagues getting infected will be high. Therefore, it is necessary for me to take sick leave for one week i.e. from Monday to Saturday. You can find an attachment of medical documents from a certified doctor.

I hope the sick leave will be approved. I will be truly grateful.

Yours sincerely,

Samya/Sameer

TOPICS FOR EMAIL WRITING PRACTICE:

Emails can be written on a variety of things; the most commonly known reasons have been jotted down below:

- Write a mail about leave for one day
- To ask for information regarding colleges, admissions, reservation confirmation, internship opportunity
- Change in school timings
- Inter-house, Inter-school competitions
- Announcement of the winner of any school competition
- Congratulations letter, to congratulate someone on their achievement
- Emails about cleanliness drive, plantation programs in school
- Joining of a new employee mail
- Giving life updates to someone close
- Writing to a friend about your achievement