

Chapter-28B

Writing an email



Summary

E-mail, sometimes known as email, is an abbreviation for electronic mail. It is described as data kept on a computer and shared between two people over the internet. E-mail, in its most basic form, is a communication that may contain text, files, photos, or other attachments and is transmitted across a network to a specific individual or group of individuals. Email is something you type on a computer, but a letter is something you write by hand. Email is more efficient and speedier since typing and sending email takes significantly less time than writing and posting.

Important points from the text:

The message headers contain information concerning the sender and recipients. The exact content of mail headers can vary depending on the email system that generated the message. Generally, headers contain the following information:

- **Subject.** Subject is a description of the topic of the message and is displayed in most email systems that list email messages individually. A subject line could be something like "2009 academic report statement"
 - **Sender (From).** This is the sender's Internet email address.
 - **Date and time received (On).** The date and time the message was received.
 - **Reply-to.** This is the Internet email address that will become the recipient of your reply if you click the Reply button.
 - **Recipient (To:).** First/last name of email recipient.
 - **Recipient email address.** The Internet mail address of the recipient, or where the message was actually sent.
 - **Attachments.** Files that are attached to the message.
- **Body-** The body of a message contains text that you want to share with the other party. The message body may also include signatures or automatically generated text that is inserted by the sender's email system.

- Quoting references means referring to previous e-mail, you should explicitly quote the document used for reference.
- Page Layout -Words on a computer screen look different from the words on paper, so use shorter paragraphs and short line. For a reader it gets difficult to read longer paragraphs. The main content of the email should be concise and clear.
- Greetings and Signature is an important part of an email, it says who it is to and from.
- Identifying yourself is very important especially when you are e-mailing a stranger.
- Providing your audience with adequate context and using meaningful subject lines is important for an email
- For an email use short paragraphs and lines.
- Identifying yourself in the beginning and greetings and signature are mandatory in an email.

Important words from the text:

- Steadily: in a regular manner/rapidly
- Obstacle: barrier/blocking
- Correspondent: writer/ a person employed to report for a newspaper or broadcasting organisation.
- Preface: introduction/foreward
- Precise: exact/ error free
- Recipients: a person who receives something

Evaluate yourself:

1. How is an email different from a written letter?
2. What are the basic components of an email?
3. You are a former student of Mr. Mittal, your tutor. Write an email with a minimum of 80 words using phrases to thank Mr.Mittal for his guidance that contributed to your overall development.
4. You are a project manager for ABC company, write an email to your company members enquiring about delay in submitting their weekly planner and stressing the importance of meeting deadlines.