

**SESSION : 14**

**CLASS : V**

**SUBJECT : ENGLISH**

**CHAPTER NUMBER: 8**

**CHAPTER NAME : Georgie's Treat**

**SUBTOPIC : E-mail Writing - Model E-mail**

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**CHANGING YOUR TOMORROW**

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# LEARNING OBJECTIVE

**The students will be able to learn**

- ✓ **a formal method of communication.**
- ✓ **the format for writing an email.**
- ✓ **style of writing an email.**

# FORMAT OF E-MAIL WRITING

**From: sender@abcmail.com**

**Sender's address(From)**

**To: receiver@xyzmail.com**

**Receiver's address (To)**

**Date: 6 December 2016**

**Date**

**Subject: About the format of email writing**

**Subject of email**

**(A blank line)**

**Dear/Respected Friend/Sir,**

**Salutation**

Body of the email must contains complete sentences. Each topic should be told or asked in new paragraph. Use 'Please let me know' when need a reply and 'Kindly' or 'Please' for asking help.

**Body**

**Regards,**

**Complimentary Close**

**Sender's name**

**Name of the sender ate the end of the email**

**Watch the video and get the knowledge as to how you can write an e-mail**



**Attempt it.....**

**Your friend has received a prize in an inter-school debate competition. Send an e-mail congratulating him/her on his/her achievement. You are Arpit / Anita.**

DO YOUR

HOMEWORK

**Write an e-mail to your friend inviting him/her to your place for winter vacation.**



# LEARNING OUTCOME

- **Knowledge of formal communication.**
- **Idea of writing an email.**

**THANKING YOU**  
**ODM EDUCATIONAL GROUP**