

SESSION : 15

CLASS : V

SUBJECT : ENGLISH

CHAPTER NUMBER: 8

CHAPTER NAME : Georgie's Treat

SUBTOPIC : E-mail Writing - Model e-mail

CHANGING YOUR TOMORROW

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. Ecah 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

From: rsanirudh@gmail.com

To : kapilgupta@rediffmail.com

Date: 30 Nov 2021

Subject: Borrowing book from school library

Respected sir,

With due respect, I Anirudh Das of class 5, would like to inform you that I am interested in reading books. So in order to satisfy my hunger for reading books, I want to borrow some books from the library. I will return them in good condition and in the given time limit. Kindly permit and help me to pursue my passion.

Thanking you

Yours sincerely

Anirudh Das

Attempt it.....

Write an e-mail to your class teacher informing him / her the reason for your absence from the school.

DO YOUR

HOMEWORK

**Write an e-mail to your
teacher.**



LEARNING OUTCOME

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

THANKING YOU
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