

**SESSION: 15** 

**CLASS: V** 

**SUBJECT: ENGLISH** 

**CHAPTER NUMBER: 8** 

**CHAPTER NAME:** Georgie's Treat

SUBTOPIC: E-mail Writing - Model e-mail

### 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. Ecah topic should be told or asked in new paragraph. Use 'Please let me Body know' when need a reply and 'Kindly' or 'Please' for asking help.

Sender's name > Name of the sender ate the end of the email

Complimentary Close

Regards,

From: rsanirudh@gmail.com

To: kapilgupta@rediffmail.com

Date: 30 Nov 2021

Subject: Borrowing book from school library



# Respected sir,

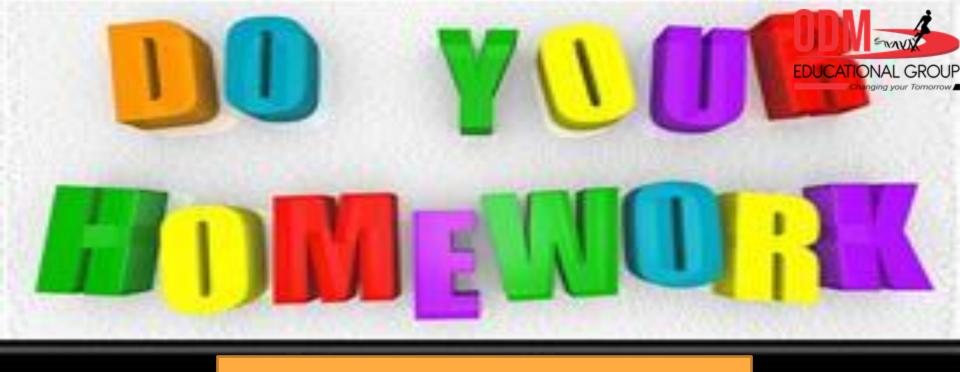
With due respect, I Anirudh Das of class 5, would like to inform you that I am interested in reading books. So in order to satisfy my hunger for reading books, I want to borrow some books from the library. I will return them in good condition and in the given time limit. Kindly permit and help me to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



Write an e-mail to your teacher.



# LEARNING OUTCOME



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



# THANKING YOU ODM EDUCATIONAL GROUP