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### **E-Mail Writing**

E-Mail writing is an official and an importance means of communication in today's corporate culture. It is cheaper, quicker and it does not require filing of correspondence in a bulky file.

It is advisable not to use slang words and short forms like 'ur' instead of 'your'.

For writing an effective email, following steps are required to be followed.

#### **1) HEADING**

- Heading should be left aligned
- E-mail id of the sender is always there
- E-mail id of the receiver has to be mentioned
- Date – eg. 4<sup>th</sup> July,2008
- CC (if required) Id of the receiver

#### **2) Subject**

- It states the purpose of email in just one sentence.

**3) Salutation**

- Dear Sir/Madam, Mr./Mrs., Dear mother, etc

**4) Body of email**

- There are generally three paragraphs in the email.
- The first paragraph states the purpose
- The second paragraph states the details
- The concluding paragraph clinches the subject

**5) The Complimentary close**

- Here are few forms of complementary close
- Formal business letter – Yours faithfully
- Informal mail – Yours lovingly
- Personal name in salutation – Yours sincerely
- To the teacher/Principal – Yours obediently
- To the editor – Yours truly

**6) Signatory's Name**

- Below complimentary close with position/designation

**7) Enclosures**

- May/may not be there. These enumerate whatever is appended to the main mail. For example, in a business mail, it could be the documents you attach to the hard copy if any you are sending.