

# Email Writing

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Email is short for electronic mail. In today's digital age, it is the most preferred means of personal and business communication because it is almost instant and in most cases absolutely free.

An email, short for electronic mail, is a store and forward method of composing, sending, storing, and receiving messages over electronic communication systems. It is the quickest way to communicate in writing.

E-mail, also known as Electronic Mail is a method of exchanging digital messages across internet or other computer networks. It is the quickest way to communicate in writing.

## **Dos and Don'ts about E-Mail:**

### **Dos**

- Use an informative subject line.
- Write the most important information first.
- Use number and bullets to make the message clearer.
- Use simple grammar and language.
- Write short sentences.
- Use separate paragraphs.

### **Don'ts**

- Write about irrelevant issues.
- Give personal information that you don't want someone else to know,
- Use capital letters to write whole words as in emails, this is considered shouting
- Use different fonts (the recipient's computer may not be compatible).
- Use Italics.
- Use exclamation marks.
- Use incomprehensible abbreviations, acronyms and smileys.

## **Email Writing Solved Examples With Answers for Class 8 CBSE**

### **Question 1.**

In the recent election campaign, political leaders hurt abusing language for the rival candidates. As a responsible citizen, you felt hurt at this wrong practice. Write a letter to the editor of a newspaper to express your feelings.

### **Answer:**

To: editor@timesofindia.com

Cc: Desgray@yahoo.com  
Subject: Misuse of political freedom

Dear sir,

Through these columns of your esteemed newspaper, I wish to draw the attention of our public leaders towards their nasty practice of abusing each other. Whenever an election comes, they indulge in personal attacks during the campaign. This is being observed in this election also. In public speeches and rallies, they use dirty words to criticize their rivals. This harms the social harmony. True, we have freedom of expression in our democracy. But instead of misusing it, the leaders should present criticism, raise the right issues, and educate the public. I hope the concerned people will understand the value of public morality.

Yours faithfully,  
Deshraj

**Question 2.**

Send an email to universal furnishers cancelling your order due to the supplier's failure to deliver the required furniture. You are a bank manager.

**Answer:**

To: universalfurniture@gmail.com  
Subject: Cancelling the order of furniture.

Dear sir,

Please refer to our order, No F- 26- 13 November 20XX regarding the supply of furniture, which has not been complied with. I have to say with regret that even after repeated reminders, you have not delivered the consignment. Since we have always given priority to commitment, we cannot wait any further. Hence, our order stands cancelled and no further correspondence in this regard would be entertained.

Regards,  
Manager

**Question 3.**

You are the owner of Deepti book house in Kamla Nagar, Delhi. Place an order for 1000 copies of NTSE book of Vinay Publication and request them to supply the books at the earliest.

**Answer:**

To: vinaypub@gmail.com  
Subject: Order for 1000 copies of NTSE books  
Respected Sir/Madam,

As per our discussion over the phone, I would like to place an order for 1000 copies of NTSE books in Education with your publication house.

We would like to have delivery at the earliest so please let us know till when you would be able to dispatch our order. Regarding the payment schedule, it would be made in complete as soon as the order is – successfully dispatched as already discussed in our last conversation.

Hoping for a pleasant and long business relationship with you.

Thanks and regards  
Mr. Sudhir Gupta  
Deepti Book House, Kamla Nagar  
Mob: 09812367890

**Question 4.**

You had gone for a vacation to Manali and stayed in the 'Star Gaze Hotel'. when you returned you realised that you had forgotten some important documents in the hotel room. Write an email to the manager requesting him to courier the document to you.

**Answer:**

To: sgmanager@gmail.com

Subject: return to important document

Respected sir/madam,

I, Ritika Raghvati, stayed in your hotel from 21st February, 20XX to 25th February, 20XX to attend a business conference. Although the stay was very pleasant and hotel staff took every possible care of my comfort, it is with regret that I want to inform you about my leaving some important documents of mine in the hotel room 316. The document include my passport, driving license and a brown envelope containing some official letters. All these document are kept in a blue colour file that I mistakenly left in the almirah of the room.

I would be highly obliged if you can courier my papers at the following address: 26-A, Shivalik Apartments, Saket, and New Delhi 17. It would be a huge favour to me.

Thanks  
Ritika Raghvan

**Question 5.**

You are the project manager and you took Billy to your project for delivering a service. Write an E-mail thanking Billy for completing your project work.

**Answer:**

To: bill1234@gmail.com  
Subject: complete project work.

Dear Bill,

We would like to extend our sincere thanks for joining our company at the time. When we were facing constraints. There is lot of hard work done by our employees. We knew that your technical expertise is invaluable for your work. we have an high complexity task in recent project. Thank you for joining and co-operating in this project. We could deliver service very fast because of your help work in project. In this critical moment and deadlines ,you are like a savior. We look forward to work with you and all the best.

Thanks and Regards,  
Ramya

**Question 6.**

As a member of your residential society, write an email to municipal inspector of local station, Mr.Sharma, informing him about irregular water supply in your society. Sign the email as Durga.

**Answer:**

To: mohansharma@gmail.com  
Cc: Secretary \_ BMC@gmail.com  
Bcc: President \_ BMC@yahoo.com  
Subject: irregular water supply

Dear Mr Sharma,

I am a resident of ABC Apartments and my residential area is having 1500 residents. Since a few days the water supply is very irregular. We had also talked to all the municipal employees and they made a schedule to resolve the issue but there was no outcome. We had to wait for a whole day and no fruitful result came. The municipal employees didn't work properly and they created constant nuisance for three hours. I would request you to take some action against them immediately.

Thanking you,  
Durga

**Question 7.**

Your friend has failed in his semester exams. Write an email motivating him by boosting his morale and sharing with him the importance of hard work and dedication in life.

**Answer:**

To: vinitmehta@gmail.com  
Subject: the importance of hard work

Dear Vinit,

How are you? Actually, I came back from hostel today and called at your place. Your mother told me that you were not at home and that nowadays you are feeling low and nervous. It was really sad to know that you failed in your semester exams. But dear friend, don't lose hope and heart so easily. Life is full of ups and downs and one has to fight hard to win.

I just wanted to tell you that still there are many chances of your succeeding both in studies and life. Let me tell you: You just have to focus on your studies, work very hard with full sincerity and dedication. Make a time table and follow it rigorously. Prepare notes for every subject, get your queries solved and clarify your doubts with your teachers.

Anything is possible in life my friend, if we have the will power to do so and to do it with our full passion. So, please don't lose hope and feel sad about the past events. Just prepare yourself for present and give your soul to it.

I can assure you with full conviction that if you keep this talk in your mind and follow it too with your heart then you would pass your test with flying colors.

I hope you will take my advice in good spirits and plan your study schedule accordingly.

Good luck!

Nupur

### **Email Writing Practice Examples for Class 8 CBSE**

1. You are Kamal. You live in a hostel. Write an e-mail to your mother describing her your hostel life.
2. You are an animal rights activist; write an email to the president of your society, notifying him about the behaviour of the society members towards the street dogs and other animals.
3. Write an email to your sister telling her about your new boarding school in Shimla. You can include details about your teachers, mode of studies, classmates, etc.
4. You have recently shifted from India to Australia for work-related purposes. Write an email to your mother narrating her the cultural shift you witnessed there and how you are trying to adjust to the lifestyle there.
5. As a resident, write an email to the Municipal commissioner of your city, Mr. Ashok, reporting the nuisance of a building under construction beside your place. Sign the email as Anil Kumar.
6. Write an E-mail to file an F.I.R. in the nearest police station of your area stating that you have lost your credit cards and valuables due to pickpocketing.
7. As a member of your residential society, write an email to the inspector of the local Police station, Mr. Sharma, informing him about miscreants who ride their bikes rashly every evening outside your society. Sign the email as William
8. Write an email to your team member appreciating his hard work which resulted in the completion of your team project on time 9. Use the given phrases/outline and draft an e-mail of Notice of Unsatisfactory Performance of your subordinate.