PRACTICAL-NO:2

**AIM**: WRITING EMAIL

* WHAT IS EMAIL?

A method of exchanging messages instantly from one system to another with the help of the internet is called an Email. Initially, Email usage was limited to users of the same computer, and it asked for the users to be online to receive the messages. Time changed, and now we know how the mailbox looks. The mail can be sent to more than one recipient, and the recipient’s name can be hidden from others by adding their names in Bcc.

STEPS FOR WRITING AN EMAIL

1) Confirm your email address is professional or not.

2) Write your subject line.

3) Use a formal salutation as

Dear.

Hello.

Greetings.

4) Introduce yourself.

5) Communicate your message succinctly.

6) Close with appreciation as

Regards.

Best.

Sincerely.

Yours.

Respectfully.

With respect.

**OUTPUT**:

