**SDP V1.1\_HO2\_S6: Formal & Informal Conversations – Guided Writing**

**Exercise: Total Duration: 30 min**

Write two e-mails on the same topic using the Formal & Informal Styles:

**Duration: 15 min**

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**1. Write a formal mail to the Officer In-Charge of your College office, requesting him to provide you the list of materials for your College Fest.**

Prepare the situation using the questions below. The information can be real or imaginary.

* When is the College Fest? Clearly mention the Date, Time and Venue of the Event.
* List the Items and the number of Items that you want. E.g. Mikes – 10 numbers, Chart Papers – 50 numbers, etc.

**Ideas:** You could either use a table or attach an Excel Sheet containing the list of Items. In that case, don’t forget to mail the attachment☺

* Mention a Deadline before which you need all the Items and request an Acknowledgement of the same from the Officer In-Charge.
* End the mail, saying that you would send them the Agenda of the Fest, so that the logistics could be planned better.
* Address the mail to the following people in this way:
  + To: <OfficerIn-Charge>@<collegewebsite>.com
  + Cc: <Event Coordinator>@<collegewebsite>.com

**Duration: 15 min**

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Prepare the situation using the questions below. The information can be real or imaginary.

* Who is your friend?
* What item do they want from you?

**Ideas:** They want to borrow a book that you have; they want you to make a copy of a CDthat you have.

* Why are you not able to give it to them?

**Ideas:** You have lent the book to someone else; you cannot copy the CD as your computer isn’t working

* When can you give them the item?
* Are you going to promise any action, give additional information, offer help, or simply say that you will tell them when you can give them the item?

**Note:** When you finish, check your grammar, spelling, punctuation and style. Do you think everything is clear, well-structured and easy to understand?