

**PRACTICAL 4  
WRITING AN EMAIL**

***Here is a some tips which you can use to make your email more effective:***

**Rule #1: Imagine Receiving The Email You're Writing**

Imagine that you are going to receive this Email. If you want to receive a good Email, Write good Email.

**Rule #2: Write Like You Talk**

**1. The Subject Line**

Write the Subject

Here are some example:

- I'm going to be in Town next Tues - are you available?
- Introduction to Kevin Bacon

**2. Start with an appropriate greeting.**

- Dear [First Name]
- Dear Mr./Ms. [Last Name]
- [Name]
- Good morning/afternoon
- Hi
- Hey
- Hey/Hi there

**3. Keep your message short and concise.**

If your message is short so one can read your Email without any stress but as he/she saw that the Email is very large may be he/she feel bored for reading your Email.

**4. Use standard fonts.**

- Arial
- Courier
- Georgia
- Helvetica
- Lucida Sans
- Tahoma

**5. Writing your closing.**

You should write closing part It not only looks good but also affect the person also.

- Yours sincerely
- Yours truly
- Yours
- Sincerely
- Best regards
- Best

**6. Schedule your emails.**

Send Emails at a specific time. You should know when will you get the respond immediately.

**7. Do a final spelling and grammar check.**

After writing Email,cross check your Email once.

## ***IMRAN RIZWAN SHAIKH 109 FYIT PRACTICAL 4 IT TOOLS***

### **Here is an example of Email:**

This is the window where you write your Email. To open this simply go to Gmail. Click on Compose on the left side.

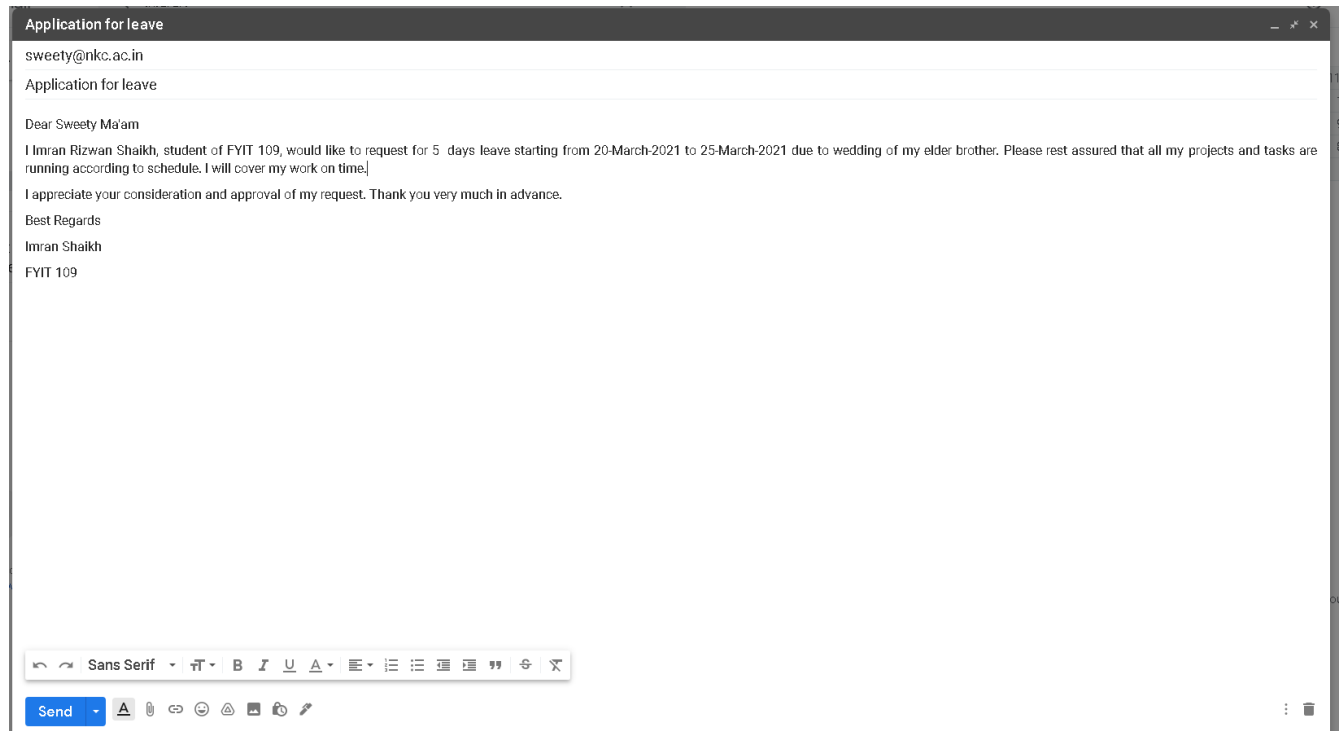
Give the Recipient email and give a suitable subject related to your content. Start writing you Email. You can do formatting with options given n the bottom part.



The image shows a screenshot of a Gmail 'New Message' compose window. At the top, there is a dark grey header bar with the text 'New Message' in white. Below this, the form is divided into sections. The first section is labeled 'Recipients' and has a text input field. The second section is labeled 'Subject' and also has a text input field. Below these, there is a large text area for the email body. At the bottom of the window, there is a rich text editor toolbar. This toolbar includes icons for undo, redo, font face (currently set to 'Sans Serif'), font size, bold, italic, underline, text color, background color, bulleted list, numbered list, decrease indent, increase indent, link, unlink, and a link icon. Below the toolbar, there is a blue 'Send' button, followed by icons for attachments, emojis, and a link icon.

# ***IMRAN RIZWAN SHAIKH 109 FYIT PRACTICAL 4 IT TOOLS***

**This is an example of Leave Application.**



The screenshot shows an email client window titled "Application for leave". The email is from "sweety@nkc.ac.in" with the subject "Application for leave". The body of the email reads:

Dear Sweety Ma'am

I Imran Rizwan Shaikh, student of FYIT 109, would like to request for 5 days leave starting from 20-March-2021 to 25-March-2021 due to wedding of my elder brother. Please rest assured that all my projects and tasks are running according to schedule. I will cover my work on time.

I appreciate your consideration and approval of my request. Thank you very much in advance.

Best Regards

Imran Shaikh

FYIT 109

The email client interface includes a toolbar with various icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, quote, unquote, insert link, insert image, insert video, insert audio, insert table, insert code block, insert link, insert image, insert video, insert audio, insert table, insert code block) and a "Send" button.