

Department of English

Notes for class

30 / 07/ 2020

Writing an Email

The topic for today as I had already mentioned is writing an email.

Kusum madam has shared the syllabus of Basics of Computer with you.

Email writing is a part of the syllabus.

In today's scenario, letters have been replaced by electronic mails. They are the advantage of instant access and an unlimited reach.

What are the features of an email?

For instance there is a sender, a receiver, cc, bcc, subject and then the space for the message.

There are options like adding attachments, formatting the font, saving draft, deleting, sending etc.

Cc stands for carbon copy and bcc for blind carbon copy meaning if I have to send a mail to more than one recipient I cc it. And when I don't want anyone to know the people whom the mail has been sent I use bcc.

For attachments there is a limit beyond which we cannot send content. This may differ for different e-mail applications such as Gmail or Yahoo etc.

- We have options to compose mail, discard mail, use digital signature, change the font colour and style etc.

- The biggest advantage of sending electronic mails is their instant reach except when there is a network issue or the server is down.
- The right subject is important in a professional mail. For instance, it's a job cover letter or a note to a journal regarding paper publication, or maybe applying for admission in a university, we can't omit the subject.

Eg. Regarding admission in the PG programme in Microbiology, Application for the post of Assistant Professor, Paper Publication and so on.

This kind of subject draws the attention if the receiver for he or she maybe receiving number of mails and may miss our mail.

Email etiquettes are also to be kept in mind. In a formal mail the language should be polite. Use of words such as kindly, grateful, kind perusal make a difference. If you are sending your resume at the end of the mail you can write " please find attached my resume for your kind perusal." If you want a response you can add " I am looking forward to your kind response." If you want information you can write " I will appreciate if you can guide me in this matter or I will be grateful if you could necessary information with me."

When we end we usually write Yours Sincerely or Yours faithfully. Now a days we write Regards or Kind regards mostly. If we know the person we write warm regards. Sometimes in a not so formal mail we also write Best wishes.

It is bad manners to end an email with writing some signing off words.

Change paragraphs and keep line spacing. Don't crowd the email. Readability is important. It is good to respond to professional emails as soon as possible. Don't use abbreviations which the other person might not understand.

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