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Practical 2

* Writing an email

Step 1: Have a compelling subject line.

Step 2: Start with an appropriate greeting.

Step 3: Keep your message short and concise.

Step 4: Write a simple closing.

To : John

Wrote you
main
subject
here.

Subject : Invite to a birthday party.

Dear Tom,

We're holding a birthday party at Jo's Bar on
the 15th of next month and would love you to
be there. Please get back in touch with me if you
can make it.

Best regards, Kamli.

Keep your
message
short.