PRACTICAL 4

WRITING AN EMAIL
Here is 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 ggod 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 be 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
* 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

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6. Schedule your emails.

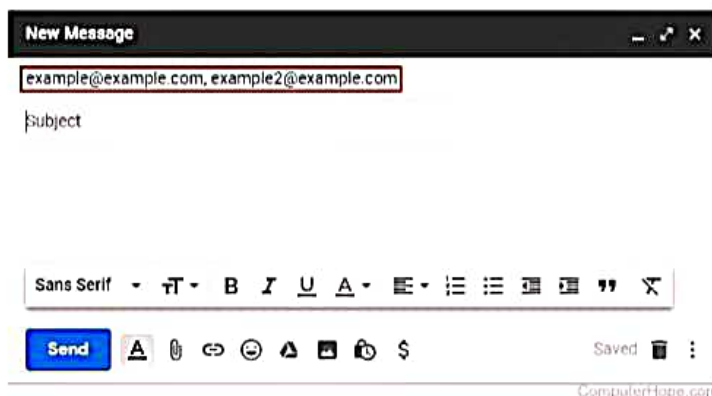Send Emails at a specific time. You should know when will you get the respond immediately.

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

After writing Email,cross check yourv Emailonce.

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 yourcontent. Start writing you Email. You can do formatting with options given n the bottom part.

This is an example of Leave Application.

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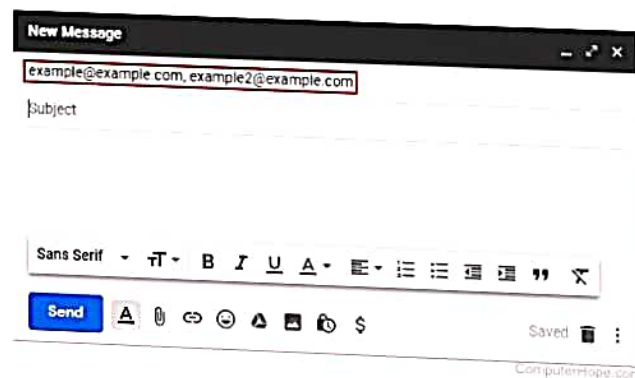Send Emails at a specific time. You should know when will you get the respond immediately.

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