

EMAIL WRITING

E-mail (electronic mail) is the medium of communication that sends and receives messages through a specially designed computer network.

E-mail writing has become a large part of modern communication, particularly in business. The world has become much smaller now that we have the ability to send and receive email messages over great distances at an incredible speed.

Characteristics of Good E-mail Messages

- 1. Conciseness – Your e-mail shouldn't contain any unnecessary information*
- 2. Accuracy – Make sure that your e-mail leaves no room for any ambiguity. Correct structure should be followed.*
- 3. Clarity – Your e-mail should be simple and clear. Sentences shouldn't be too long and easily comprehensible.*
- 4. Conversational tone: Always better to use a tone which gives a personal touch.*

Format of an E-mail

From: ooooo@mailserver.com

To: xxxxx@mailserver.com

Sub: _____

Body of the e-mail

Dear...

(Matter – write in 2 paragraphs)

Subscription

Name / Signature