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Subject CCA.

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Emails Writing

Emails, or electronic mails are gradually replacing the traditional methods of letter writing.

Emails can be both formal and informal. Keep the following points in mind while writing an email.

The email ID of the recipient should be included correctly in the "To field.

The subject of the email should be mentioned in the 'Subject field. It should be short and to-the-point.

The postal address of the sender or recipient should not be given in an email.

Write an email to your friend who lives abroad, about the level of pollution in the river in your locality. Mention the risks it poses to marine life. Also, write about the project recently undertaken by your school to clean up the river and your role in it.