

## **Chapter-28B**

### **Writing E-mail**

#### **Worksheet**

1. How do you write a good e-mail? Explain its constituents.
2. How is electronic communication different from paper based communication?
3. Mention some important features of communicating through e-mail.
4. Why is identification of a person vital in writing an e-mail.
5. With e-mail, the receiver can ask for and get clarifications. Do you agree with the statement? Explain your answer in about 150 words.
6. Mention some Dos and Don'ts about writing an E-Mail .
7. Write an e-mail to your friend giving him some tips and tricks on how to prepare for term end examinations.
8. Your friend wastes a lot of time on the internet visiting sites and playing online games. Write an e-mail advising him not to do so.
9. Imagine you are Vanshika/Vivek, write an email to your teacher asking permission to remain absent from school for 2 days on account of your sister's marriage.
10. Write an email to your younger brother Ashish to give him the right guidance to choose the right career option after class 12th.