Email Writing

INTRODUCTION

In today's world, email is the most common form of communication. Email writing helps us to get the solution instantaneously. Email writing involves composing, sending, storing and receiving messages over an electronic communication system. Email writing is preferred over other forms of communication as it is cheaper and faster.

1. What is an Email

Email stands for electronic mail. It is the easiest and the cheapest way of communication. It is used in formal, semi-formal as well as an informal way of expression or writing.

Mail writing is a way of communicating between two or more persons. It is permanent as well as written communication. Mail writing is not always meant for business communication. It is also for a friend, family member or an unknown person. Writing mail is a very flexible medium and has a variety of purposes.

2. Categories of Email Writing

Emails are of three types

- **Semi-Formal email**
- **Formal email**
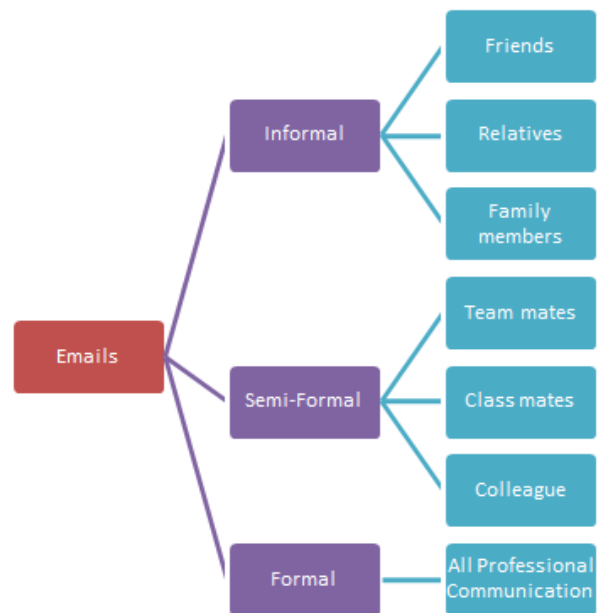- **Informal email**

1. Semi-Formal Email

An email written for a colleague or a team-mate within a project comes under this category. The language used is simple, friendly, and casual. Modesty and dignity must be maintained.

2. Formal Email

Suppose we are writing or composing an email for any type of business communication. It will come under the category of formal email. Formal email writing will be an email written to companies, government departments, school authorities or any other officers.

3. Informal Email

An informal email is written to any relatives, family or friends. There are no particular rules for informal email writing. A person can use any language of his or her choice.

3. Email Writing Format

The email writing format is the same for each of the categories. Though the choice of words and language differ depending upon the type of email. One can use friendly and casual language in informal emails. The language used in formal emails should be professional, clear, and formal.

4. Steps of Mail Writing

For an informal mail writing, one can use any language or style of speech of his or her choice. This is totally dependent on the choice of the writer and the person for which the mail is written. For a formal mail writing, one has to focus on the language and other details for a clear and unambiguous mail. The format for writing a mail whether a formal or not must be followed.

The steps of writing mail are

1. Begin with a greeting

2. Thank the recipient

3. State your purpose

4. Add closing remarks

5. End with a closing salutation

5. Elements of Mail Writing

Mail writing either formal or informal has some elements. A basic mail must include these elements for a clear understanding. These elements are

- From
- To
- Cc
- Bcc
- Subject
- Greeting / Salutation
- Main body
- Closing
- Attachments
- Signature Line

From: Sender's email id
To: Recipient's email id
Cc: Other individuals receiving the same mail with visible ids
Bcc: Other individuals receiving the same mail with invisible ids
Subject: Title or the reason of writing mail
Salutation: Words like Dear, Respected, Hi etc.
Main body: the main content of the email
1. Introduction
2. Matter in detail
3. Conclusion

Closing: Ending Statement
Attachments: Attached Files with emails
Signature Line: Sender's name, signature, and other details of contact

The Format of Mail Writing

From

This is the place that shows the name of the person sending the mail.

To

This shows the name of the recipient.

Cc

It stands for Carbon Copy. It is that portion of the mail that is used to send the same mail to other individuals. The email ids of other individuals are visible to all.

Bcc

It stands for Blank Carbon Copy. It is that portion of the mail which is used to send the same mail to other individuals without showing their ids.

Subject

This shows the title of the mail. It clearly expresses the idea or the reason for mail writing. It should be clear, simple, and short.

Greeting / Salutation

Mail writing always starts by greeting the recipient. Basic greeting words are Dear, Respected, Hello, Hi, etc.

Main body

It contains the main content of the mail. The main body of the mail must be clear and simple to understand. The first paragraph in writing a mail must state the main idea or the reason for writing. Below are the paragraphs which show other details for mail writing. The body of the mail is categorized into:

- Introduction
- Matter in detail
- Conclusion

Closing

It shows the conclusion of the mail writing. It basically shows the suggestions or the need of the action. The closing of the mail shows the expectation of the sender from the recipient. Always end your mail by courteous words like thanking you, warm regards, look forward to hearing from your side etc.

Closing in Mails	
Formal	**Informal**
Regards	Thanks
Sincerely	Cheers
Many thanks	Later / See you later
Best	Talk soon

Attachments

It is the list of the documents attached with the mail.

Signature Line

It includes the signature, name, and designation of the sender. It can also include other details like contact number, address, etc.

A Sample of Informal Email Writing Format

An email written for any friends, family members or relatives comes under this category. Use of polite, friendly and casual words along with proper greetings and closings are some of the rules of the informal emails.

Sample

Suppose you have to write an email to your friend inviting him or her to your birthday party.

To: XYZ

CC/BCC:

Subject: Invitation to a birthday party

Hi XYZ!

Hope this mail finds you in the best of your time. I am very happy to invite you to my birthday party on Nov 03 at ABC Hotel from 7:00 pm to 10:00 pm. The theme of the birthday party is 'Pirate of the Caribbean".

It would be great if you come and join us at the party. We will have a great time and fun together.

See You Soon

LMN

A Sample of Semi-formal Email Writing Format

An email written for any teammates or colleague is the semi-formal email. One can use friendly language but have to maintain the limit and the decency. The length, proper greetings and closing and clarity are some of the rules of the semi-formal emails.

Sample

Writing a letter to inform your classmates regarding intra-college quiz competition.

To: XYZ

CC/BCC:

Subject: Intra-college Quiz Competition.

Hello Everyone!

This is to inform you guys that an intra-college quiz competition is going to be held in our college on Nov 25 from 11:30 am in Hall – 01.

Everyone is therefore asked to take part in the competition so that our department can win.

For further queries, feel free to contact me.

Thanks

LMN

(Class Representative)

A Sample of Formal Email Writing Format

An email written for business communication or professional use comes under this category. The email written for any government department, school authority, company or any officers are the formal emails. Use of polite and formal words, the reason for writing mail, clarity, proper greeting and closing are some of the rules of the formal email.

Sample

A mail for resignation.

To: XYZ

CC/BCC:

Subject: Resignation Letter

Dear Sir,

Please accept this mail as a notice that I am leaving my position with this organization. As per the norm of the company I have to give a month notice before resigning. I hope you will get a good replacement for me within this time period.

I really appreciate the opportunities that I have been given to me to help me grow. Wish you and the company the best in the future.

Please let me know what to expect as far as my final work schedule and the employee benefits. Please let me know in case of any assistance for the above.

Kindly look into the matter.

Thanks and Regards

LMN

6. Advantages of Email Writing

- It is a cheaper form of communication.

- Email helps to contact or send information to a large group of people.

- It provides a written record of the communication.

- Email writing is an instantaneous form of communication.

- It can be used anytime and anywhere.

7. Disadvantages of Email Writing

- We need to have the internet to receive or send emails

- Viruses are easily spread via email attachments

- One can get many junk emails

- There is no guarantee if the reader reads the email or not

8. Features of Email

There are many features of email. Some of them are as follows

- Automatic reply to messages
- The address can be stored in an address book
- The address can be used in the near future
- Automatic filing and retrieval of messages
- Notification of delivering or not of a message
- Facility to send copies of a message to many people
- Signatures can be attached
- Automatic using the date and time
- Attachments in the form of files, graphics or sound can be sent
- Mobile friendly emails facility
- Auto forward of messages