

Chapter 2

THE ART OF EMAIL COMPOSE



The "**art of email compose**" means

Learning how to **write an email** in a way that makes it **easy to understand** and that **gets your message** across in a **polite and friendly** way.

It's like learning how to paint a picture or build something cool

It takes practice and skill to get good at it.

So just like an artist who practices their craft, someone who is good at email composition practices writing emails that are clear, effective, and well-written.

Lets Recall

Email (electronic mail) is a way to **send and receive messages** across the Internet.

Meaning

An email is a message that you can send to someone else using the internet. It's a lot like writing a letter, but instead of putting it in an envelope and sending it through the mail, you send it electronically.

Tips to write a great email

When you're writing an email, it's important to remember that the person who will be reading it can't see your face or hear your voice.

So, you need to make sure that your words are clear and that you're expressing yourself in a way that the other person will understand.

Recommendation



1

Start with a greeting

- It's important to start with a greeting to show that you're being polite and respectful. A greeting can be as simple as saying "Hello" or "Hi" followed by the person's name or email address.
- For example, "Hi John" or "Hello team@company.com".

2

Use complete sentences

- You should use complete sentences just like you would in a letter.
- This means starting each sentence with a capital letter and ending it with a period. This makes your email easier to read and shows that you are taking the time to write your message clearly.

3

Be clear and concise

- It's important to be clear and concise. This means making sure that your message is easy to understand and getting straight to the point. Try to avoid using long, complicated sentences or technical jargon that the person you're writing to might not understand.

4

Use proper spelling and grammar

- Proper spelling and grammar are important when you're writing an email.
- Make sure you check your spelling and use proper punctuation. Using correct grammar and spelling will make your email more professional and easier to read.

5

End with closing

- When you're done writing your email, it's polite to end with a closing.
- This can be something simple like "Sincerely" or "Thank you". This shows that you're being polite and respectful.

6

Read it before sending

- Before you hit send on your email, take a moment to read it over. This will help you catch any errors or mistakes you may have made. You can also ask someone else to read it over to make sure your message is clear and easy to understand.



Subject: Reminder: Library Books Due Soon!

Hi everyone,

Just a friendly reminder that your library books are due back to the library next week. Make sure to return them on time so other kids can check them out too.

Thanks for being responsible library users!

Best regards,
Alex Joseph
Librarian @iCodeT

Subject: Pizza Party Tomorrow!

Hi everyone,

Just a quick reminder that we're having a pizza party tomorrow to celebrate our hard work this semester.

Make sure to bring your appetite and be ready to have fun! Can't wait to see you all there.

Best regards,
Priyanka
Admin @iCodeT

Subject: Update on Your Progress

Hi Aarav,

I just wanted to reach out and check in on how you're doing in class. Here's a quick update on your progress so far:

- Your participation in class discussions has been excellent. Keep up the great work!
- You've shown improvement in your writing skills, but we still need to work on using proper punctuation and capitalization.

Overall, I'm very proud of you and the effort you're putting in. Let's keep working together to achieve your goals!

Best regards,
Rahul

Subject: Congratulations on Your Achievements!

Hi Saarangsh,

I just wanted to take a moment to congratulate you on your recent achievements. You've been doing a fantastic job in class and I'm so proud of you. Here are some of the things you've been excelling in:

- Your science project was one of the best in the class. I loved how you explained your hypothesis and showed your results.
- Your reading level has improved significantly since the beginning of the year. You're now reading at a 4th-grade level!

Keep up the amazing work, and let's continue to strive for excellence together.

Best regards,
Rahul