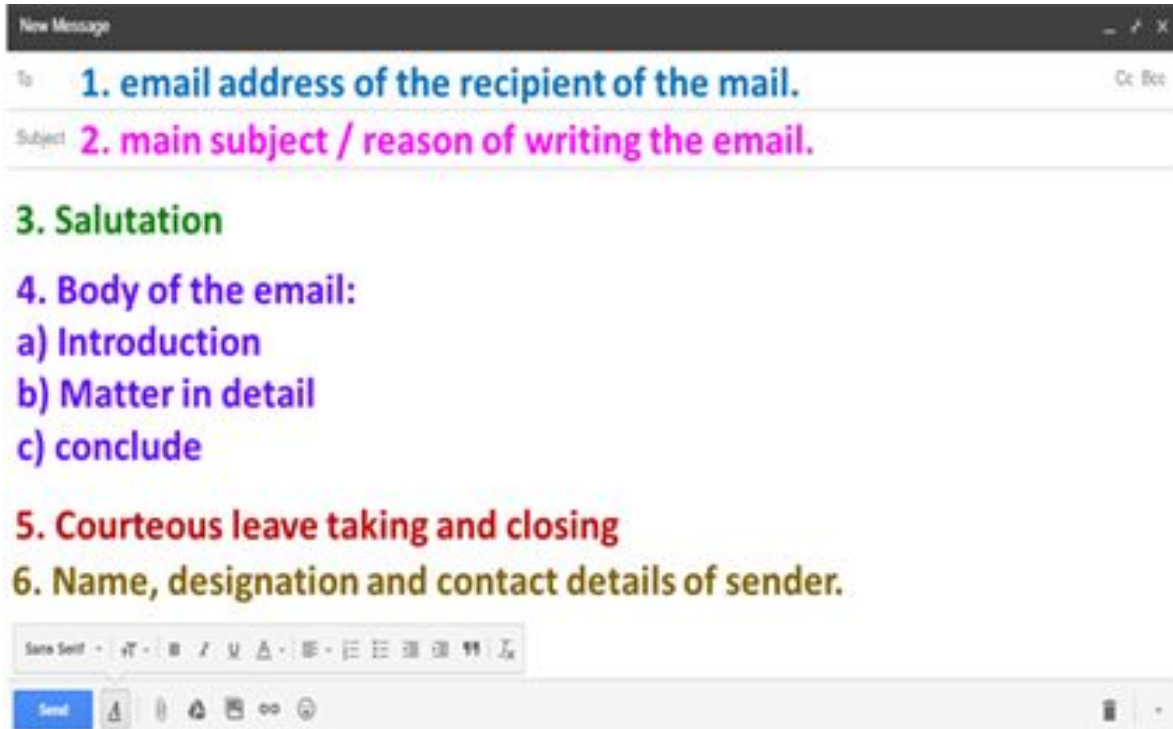


E-MAIL (ELECTRONIC MAIL)

WRITING

DETAILS



Source :

<https://www.successcds.net/images/email-format.png>

THINGS TO BE INCLUDED WHILE WRITING

Point 1 : Subject of my email : To the point, not too long

Point 2 : Salutation

Dear/Respected Friend/Sir,

Point 3 : Body

Body of the email must contain complete sentences. Each topic should be told or asked in a new paragraph. Use 'Please let me know' when need a reply and 'Kindly' or 'Please' for asking help.

Point 4 : Complimentary close

Regards,

Point 5 : Sender's name

Sender's name is to be written at the email.

WHAT IS CC & BCC?

Full form of :

CC : Carbon Copy

Bcc : Blind Carbon Copy

When is it used :

CC : When you want someone to know about the conversation/mail

Bcc : When you want someone to know about the conversation/mail but not the main recipient.

ATTACHMENT & INSERTING

Open a blank mail and guide them to the options of attachment and inserting a link given t the bottom of the mail.

Show them by doing an example.

FORMATTING

Take them through :

Font style

Font size

Bold

Italic

Understand

Text color

Alignment

OPTIONS TO REPLY

Open a mail and brief them about the various options of how to reply to the sender of the mail.

Reply : Used only to reply to the sender of the mail

Reply all : Used to reply to the sender as well as to the people in the loop.

Important : 'Reply' is used so that mailbox of the people in loop doesn't clutter.