

E-MAIL Writing

Email Writing:

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.

Emails are of three types:

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

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.

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

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've to give a month notice before resigning. I hope you will get a good replacement for me within this time period.

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.

Disadvantages of Email Writing

- We need to have the internet to receive or send email.
- Viruses are easily spread via email attachments.

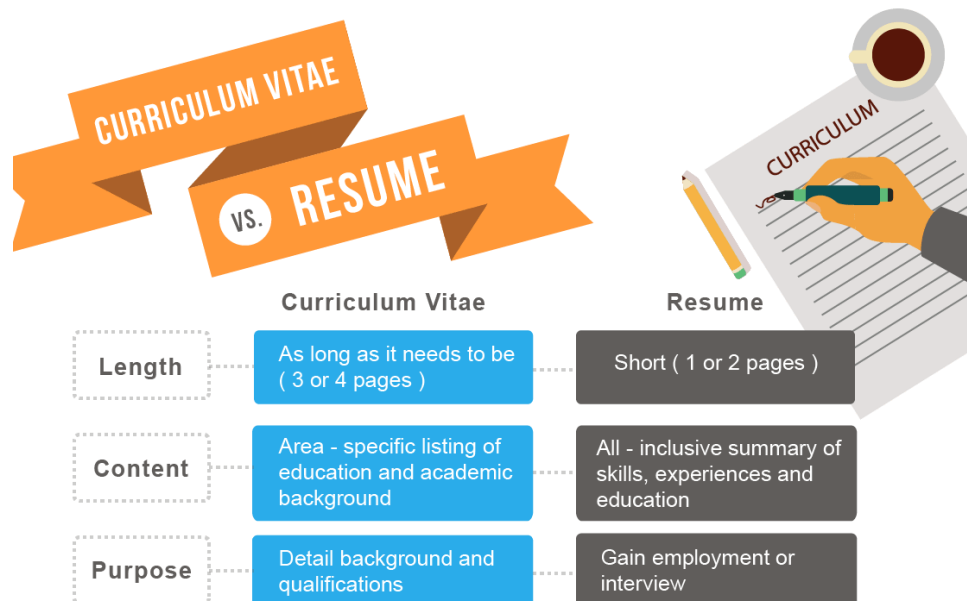
- One can get many junk emails.
- There is no guarantee if the reader reads the email or not.
- The details can be used for identity theft.

RESUME WRITING

A resume is a short document used to summarize a job seeker's experience and qualifications for a prospective employer. A resume includes the job seeker's contact information, work experience, education, and relevant skills in support of a job application.

WHAT IS THE DIFFERENCE BETWEEN A RESUME AND A CV?

Sometimes you will see the words **resume** and **CV** used interchangeably. They are not the same. A resume is relatively short document meant to market your professional abilities while a CV contains a thorough listing of your professional, academic, and other experiences.



CV stands for curriculum vitae (“course of life”). CVs are comprehensive by design. Think of them as the encyclopedia version of your professional life, spanning your work history, education, certifications, affiliations, publications, and specializations. They can extend well beyond three or four pages.

Resumes are used across most industries and are relatively short at just one or two pages long. That’s because resumes aren’t meant to include every detail of your past experience. Your resume should be tailored and updated based on the specifics of each job to which you apply. Irrelevant duties from past jobs can be removed to save space and drawn more attention to your most applicable skills.

HOW TO WRITE A RESUME

1. Pick a resume format with the sections you need
2. Always include contact information, work experience, and education
3. Use traditional headings for maximum compatibility
4. Include applicable skills directly from the job description
5. Replace basic job duties with impactful accomplishments
6. Don’t include an outdated objective statement or references section
7. Proofread and double-check what you’ve written.

STEPS TO WRITE A RESUME

REPORT WRITING

A report is a brief account of an event that has already taken place. The report helps in recording the events of importance that occur in our day to day life. It attempts to present the firsthand information of an accident or event. A report of an event presents a record of events that took place. A report of an event includes one's ideas, opinions and impression about an event.

POINTS TO REMEMBER

1. Mention the place, date, time and other relevant facts about event.
2. Include information collected from people around.
3. Write reporter's name
4. Give suitable title
5. Use past tense
6. Use passive form of expression
7. Develop ideas logically
- 8.

NEWS PAPER REPORTS

1. You are Ankit staff reporter of a national daily. You were asked to cover a District Science Exhibition. Mentioning all relevant details write a report.

Sample Report

24 Killed in Road Accident

(Report By- Jaya Prakash)

Agra, August 17. Twenty-four people including a woman and a two-month baby were killed in a tragic road accident involving a truck and Tata Sumo at Najafgarh, a village 14 km from here.

The ill-fated Tata Sumo was carrying a marriage party from Delhi to Mathura. The truck carrying industrial goods to NOIDA collided head-on with Tata Sumo killing twelve of them on the spot. The injured were immediately rushed to Dr, RML Hospital where eight succumbed to injuries.

The Police have registered a case against the truck driver and they are on a man hunt.