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E-MAIL

E-mail is one of the most widely used services on the Internet. It has replaced most conventional means of interpersonal and official communication. With the advent of the Internet, this kind of communication has grown by leaps and bounds and is most favoured by people of all age groups. Today it has replaced the telegram and the telex.

Advantages

- E-mail speeds up information; making it almost instantaneous.
- It is usually a free service.
- It is the easiest way to communicate with a large number of people or groups.
- E-mail is very easy to use.
- There are many sites where contacts can be made allowing one to search by area, country or any part of the world.
- E-mail is an excellent means of developing collaborative learning or researching.
- E-mail is ideal for educational benefits and a great motivation for learning. It is most useful and convenient for Distance Education.
- It has reduced paper work to a great extent.
- Since less manpower is required, e-mail has become very economical over a period of time.

*Word limit 120 words

Format

Date:	1/1/		
From:	1,5		
To:	1/2		
Subject:			
Dear Sir			
With Regards / You Name	rs faithfully		

SAMPLE

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Your friend Ivan in Moscow is coming to India for a student exchange programme. He has heard stories about Indian magicians and snake charmers. Write an email to him telling him how India has progressed and is now one of the advanced countries of the world. Write the email in about 120 words.

Date : January 4, 2014
From : rajesh@gmail.com
To : ivan@gmail.com

Subject: India no longer a nation of magicians and snake charmers

Dear Ivan,

I was rather amused by your e-mail. It seems you have very little information about my country. India is no longer a country of magicians and snake-charmers. We are a developed country now with every convenience found in modern countries. Besides our rich cultural heritage, our glorious history is full of heroes, we have built a modern India after independence in 1947.

Our country boasts of steel plants (two built with Russian know-how), flourishing industries, dams on rivers to generate electricity and agriculture developed with modern technology. We have the best schools and colleges and our cities boast of mega malls where the latest brands compete with each other. The cities provide every possible comfort to visitors besides an amazing variety in sightseeing. Our telecom industry can match any in the world.

So, shed your prejudices and prepare yourself for the new modern India. I am sure you will enjoy your visit.

With regards Rajesh

PRACTICE QUESTIONS

- 1. You are Swati, living at 10,Nana Sahib Road, Kanpur. You happened to see your neighbour's ten year old housemaid ill-treated by the house owner. Write an e-mail to the Editor of a national daily in about 120 words about the prevalence of child labour inspite of strict rules laid down by the government.
- 2. You are Lee Pang of Darjeeling . During the Christmas holidays , you happen to visit several places in South India . You were very much impressed by their culture, traditions, manners, food clothing etc. You found that there is a lot of difference between the culture and traditions of South India and your traditions. This shows India is a land of 'Unity in Diversity'. You decide to mail your pen friend George of Berlin describing 'Incredible India'. Write the e-mail in about 120 words using your own ideas and the ideas from your MCB unit 'Travel and Tourism' [C.B.S.E. 2011 (Term II)]
- 3. You got your right arm fractured while playing in the school during games period. Now it has been plastered for three weeks. Write an e-mail narrating the incident to your class teacher informing him/her that you will not be able to appear in the II Formative Assessment because of that. Also inform that you will submit your leave application along with your medical certificate in a week's time.