

Email Writing

Some practice questions for Email Writing-

Formal Emails (School-Related):

1. Write an email to your class teacher requesting two days' leave as you are traveling with your family for your cousin's wedding.
2. Write an email to your Principal congratulating her on receiving the Best School Administrator Award.
3. Compose an email to your Science teacher inquiring about the materials needed for the upcoming science project.
4. Write an email to your sports teacher explaining why you missed the basketball practice session yesterday.
5. Draft an email to your school librarian requesting an extension for returning your borrowed books due to illness.

Semi-Formal Emails:

6. Write an email to your neighbor asking them to collect your courier package while you are at school.
7. Compose an email to your tutor informing them about rescheduling tomorrow's class.

8. Write an email to your apartment society secretary suggesting ideas for the upcoming Children's Day celebration.
9. Draft an email to your music teacher explaining why you need to skip this week's piano lessons.
10. Write an email to your friend's parent thanking them for hosting you during the weekend.

Informal Emails:

11. Write an email to your cousin describing your recent school annual day celebration.
12. Compose an email to your friend sharing the exciting details of your new pet puppy.
13. Write an email to your grandparents telling them about your achievements in the recent school examinations.
14. Draft an email inviting your friends to your birthday party next weekend.
15. Write an email to your friend apologizing for not attending their art exhibition and promising to visit them soon.

Format Instructions for Students:

- Include appropriate subject lines for each email
- Use suitable greetings based on the recipient
- Write clear and organized content
- Maintain appropriate tone (formal/informal) based on the recipient

- End with appropriate closing remarks and signature
- Keep the length between 80-100 words

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