

VOL.12

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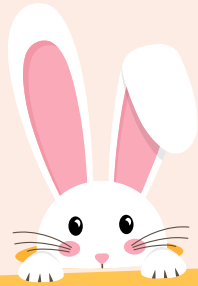
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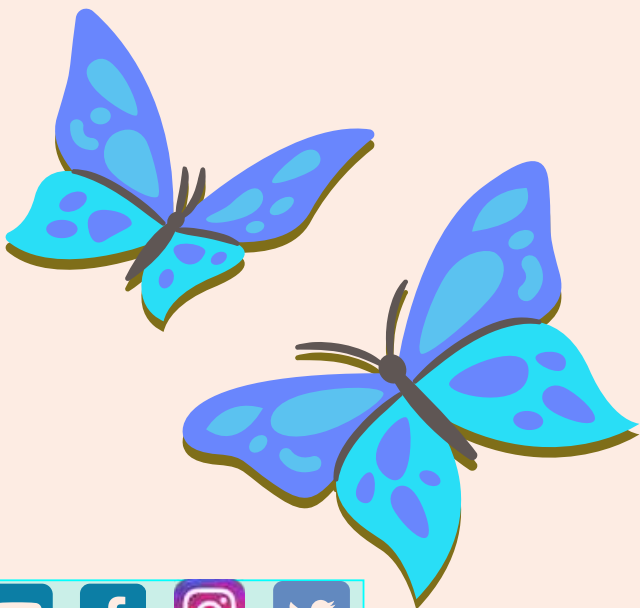
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TOPIC 1- EMAIL WRITING – FORMAT & EXAMPLES



WHAT IS AN EMAIL & ITS IMPORTANCE IN THE MODERN ERA:

Emails are modern-age letters. Email writing is the process of composing and sending electronic messages via the Internet or computer networks. It involves crafting a message that conveys information, requests, or ideas clearly and concisely, using appropriate language and formatting. Email is a widely used form of communication in the modern era, both in personal and professional settings. Its importance lies in its speed, efficiency, and convenience, enabling people to communicate with one another quickly and easily across different locations and time zones.

In the professional world, email writing is an essential skill that helps individuals communicate effectively with colleagues, clients, and business partners. A sample email can convey important information, facilitate decision-making, and establish a professional tone. It also helps to maintain records of conversations, agreements, and other important information.





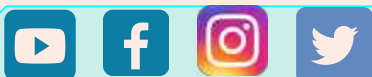
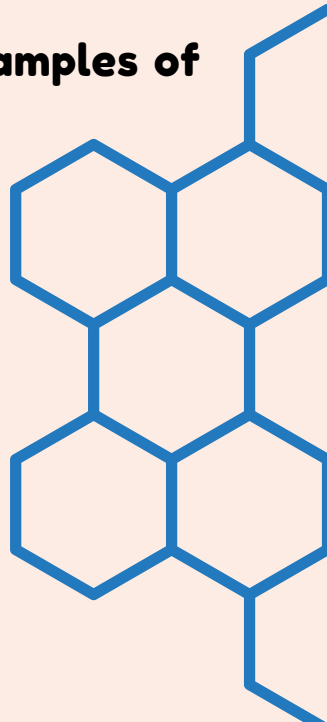
HOW TO WRITE AN EMAIL?

Email writing format refers to the structure and components of an email message, which should be followed to communicate effectively and professionally. It includes the following components:

1. Subject line:

The subject line in an email is a brief summary that describes the purpose or topic of the email. It is typically the first thing the recipient will see when they receive the email, and it should accurately reflect the content of the email. Some examples of email subject lines are

- Regarding checking the payment status
- Application for Leave
- Regarding Offer letter
- Concerning semester fees





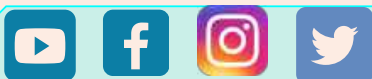
2. Salutations:

Salutation in an email is a greeting that is used to address the recipient of the email. It is located at the beginning of the email, after the subject line. The purpose of the salutation is to establish a professional for the email and to address the recipient appropriately.

3. Body:

The body of an email is the main content of the message, where the sender provides information, asks questions, or makes requests. It's where the bulk of the communication occurs and where the sender can convey the purpose of the email. After the salutations, you can start with a one-liner or phrase such as “Hope you’re doing well” or “Hope this email finds you well”.

Asking or hoping for the well-being of the recipient is always a good start when writing an email. This takes the recipient further into your comfort zone and sets the tone for your main topic. Following are the things that one should follow while following the email writing format.



➤ **First Paragraph -:**

- In the first paragraph of the body content, you always have to start by talking a bit about yourself and the reason why you are writing this email.
- Your introduction should align with the purpose of your email.
- Remember to be crisp while writing about yourself.
- Mention the name of the organization if you're applying for something.

The purpose of the email should be clear in the first paragraph itself.

➤ **Second Paragraph -:**

- Dive into the details of your concerned topic or issue.
- Mention the problem/details/requirement/information in the second paragraph.
- Do not beat around the bush and be straight to the point.
- Your aim is to convey the information efficiently, so be precise and crisp.

➤ Closing -:

- The conclusion in an email writing format can be the last part of the third paragraph of your email.
- It will include you once again reminding the issue of the recipient, if applicable.
- The conclusion can even be a single line. For example,
 - “I Hope to hear from you soon” / “Please acknowledge this email.”
- You can write a proper concluding paragraph too if it is applicable. For example, when applying for a job, you can focus on your interest in joining the company, or when applying for a leave, you can assure to return by a certain date in your concluding paragraph.
- If you're attaching certain files in the email, do not forget to mention that. You can use phrases such as
 - “Please find my resume attached” / “Please find attached/PFA my resume in this email.”



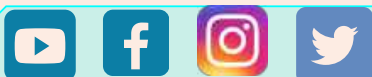
4. Ending & Signature:

- Always make sure to end the email with a polite note before hitting send.
- You can write phrases like “Thanks and Regards” or “Warm Regards” while signing off with your name and designation (if applicable) below it.
- The closing in an email writing format should be on a good and hopeful note. This increases your chances of getting a reply back.



Follow this template to understand the above-mentioned points in a better way: -:

- **To** - Recipient's email id
- **CC** - Other people receiving the email with visible email IDs
- **BCC** - Other people receiving the email with hidden email IDs
- **Subject** - The title of the Email with a phrase/one line regarding the main purpose.
- **Greeting** - Words like Hello. Hi, Respected before the recipient's name.
- **Main body** - Introduction
- **Main Body**
- **Conclusion**
- **Ending** - End with a concluding line
- **Attachments** - Attach your documents and let the recipient know
- **Signature** - Phrases like Thanks, Regards, and your name under it. You can add a designation if necessary.





TYPES OF EMAIL WRITING



There are different types of email writing styles but 3 are commonly used in today's email writing culture:

1. Formal Email

2.Semi-formal Email

3.Informal Email

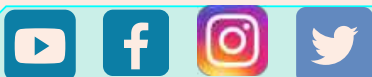


1. Formal Email

Formal emails are usually written for business purposes or to professionals. Formal email writing is a professional way of communicating through emails with a formal tone and style. Formal emails are typically used for professional or business purposes, such as sending job applications, business proposals, or other important correspondence. The writing style should be clear, concise, and organized, with proper grammar and spelling.

2. Informal Email

Informal emails can be used for personal correspondence or communication between friends and family. They often include abbreviations, contractions, and slang terms. An Informal email writing example is a style of writing used in personal or casual communications. Unlike formal emails, informal emails don't necessarily follow a specific structure or format. The purpose of an informal email is usually to communicate with friends, family, or acquaintances on a personal level.



3. Semi Formal Email

Semi-formal emails lie somewhere in between formal and informal emails. They might be used for business purposes but are not as formal as a formal email would be. Language is slightly more relaxed than in a formal email but remains polite and respectful.

Now that you are familiar with the format of a formal email, let us have a look at a few formal email samples:

Email sample 1: A request

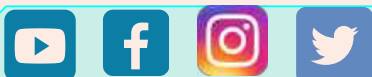
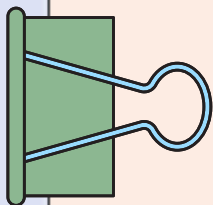
Subject: Extension on Project Report Deadline

Respected Mr./Ms. {Recipient's sir name},

I am writing this email to request a deadline extension on the project {XYZ}. Accessing the correct sources has taken longer than I anticipated, but several vendors informed me that they would get back to me this week. I believe the delay will result in a more accurate and comprehensive report.

Kindly grant me an extension till {date} for the same. I promise to deliver the project report by then. I apologize for the delay and thank you for your understanding in this matter.

Sincerely,
{Your name}





Email sample 2: Application for job

Subject: Application for {Job Title} at {Company Name}

Respected {Hiring Manager's Name},

I am writing to express my strong interest in the {Job Title} position at {Company Name} that I came across on your job portal. With {X years} of experience in {Industry/Field}, I believe that I possess the skills and qualifications necessary to make a valuable contribution to your team.

In my current role at {Current Company}, I have been responsible for {Key Responsibility or Achievement}. Through this experience, I have developed a strong understanding of {Related Skill or Knowledge}. Additionally, I have experience in {Related Skill or Knowledge}, which I believe would be particularly relevant to the requirements of the {Job Title} position at {Company Name}.

I am confident that my skills and experience would be an asset to your team, and I am excited about the opportunity to apply them in this new role.

Please find attached my resume for your consideration. I would welcome the opportunity to discuss my application with you in more detail, and I am available for an interview at your convenience. Thank you for considering my application, and I look forward to hearing from you soon.

Sincerely,
{Your Name}
{Your Phone Number}



Email sample 3: A question

Subject: Product Enquiry

Dear {Recipient's Name},

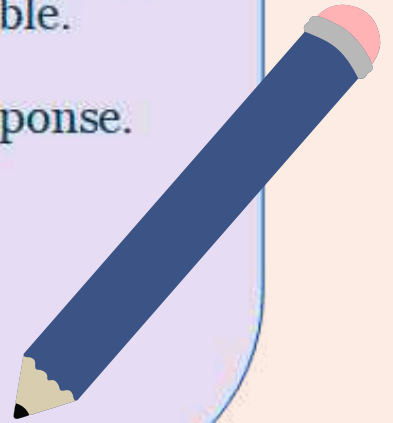
I hope this email finds you well. I am writing to enquire about a specific product or combination of items {XYZ}. I would like to know the specifications and availability of the product.

Please provide me with any additional information you have regarding the product. It would be greatly appreciated if you could also let me know if there are any discounts or promotions currently available.

Thank you for your attention and prompt response.

Best regards,
{Your Name}

{Designation}



Email sample 4: A response to a query or complaint raised

Subject: Response to complaint dated {date}

Dear {Name of Complainant},

I would like to apologize for the disappointment caused to you on behalf of the company. I assure you that your complaint has been forwarded to the concerned department and strict action is being taken to rectify the situation.

Your satisfaction with our services and your feedback as a client are of the utmost importance to us. I would be happy to answer any further queries while we look into this matter.

Thank you for your patience.

Best regards,
{Your name}
{Designation}





Email sample 5: An announcement

Subject: New member in the team!

Dear all,

I am glad to introduce you to {name of person}, who will be assisting us as an intern for the next 6 months. He is a third-year Economics student at {name of institution}, and is excited about joining the team.

I hope to see you all welcome him into the office and provide him with your help and feedback wherever necessary

Best regards,
{Your name}

{Designation}

