

TD: Email**Introduction**

Email (electronic mail) is a method of exchanging digital messages between people using electronic devices over the internet. It allows users to send and receive text, documents, images, and other attachments instantly. Originating in the 1970s, email has become a primary communication tool for personal, academic, and professional interactions. Each user has a unique email address, and messages are sent from one address to another using mail servers. Popular email services include Gmail, Outlook, and Yahoo Mail, supporting features like spam filtering, scheduling, and group communication.

Q1) what do we need to know when reading emails?**** Differences between Formal and Informal Emails:**

- **Tone:**
 - *Formal:* Polite, respectful, and professional.
 - *Informal:* Friendly, casual, and relaxed.
- **Language:**
 - *Formal:* Structured sentences, no slang or abbreviations.
 - *Informal:* Can include slang, contractions, and emoticons.
- **Greeting and Closing:**
 - *Formal:* Uses “Dear [Name]” and ends with “Sincerely” or “Best regards.”
 - *Informal:* May start with “Hi” or “Hey” and end with “Cheers” or just a name.
- **Purpose:**
 - *Formal:* Used for business, academic, or official communication.
 - *Informal:* Used for personal or casual conversations.
- **Structure:**
 - *Formal:* Well-organized with proper formatting and paragraphs.
 - *Informal:* Less structured, sometimes short and spontaneous.

Q2) How do you write an email?**Q3) How do you reply to an email?**