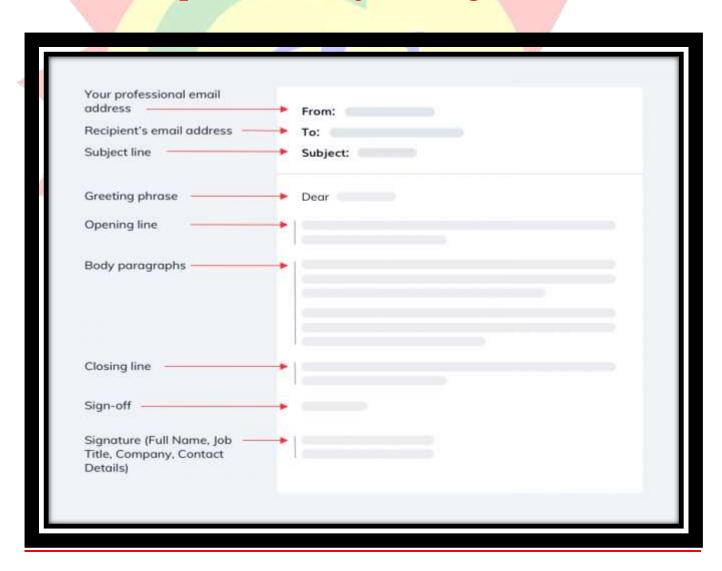# What is an email?

Email is a system of sending written messages electronically from one computer or mobile phone tothe another. Email is an abbreviation of 'electronic mail'

How to Write an Email

- ➢ Write the e-mail address of the person to whom you wish to send copy.

- ➢ Write subject of your letter in subject column.

- ➢ You can also choose the font size and the column of your text.

- ➢ You can highlight important point by change of colour, font, italics, point or bold.

- ➢ You can forward mail and send to multiple recipients.

- ➢ You can attach a signature mail message.

- ➢ You do not have to write dates as it is automatically pasted in your e-mail message.

➢ *When you reply you have to write e-mail address in 'To' column it is printed on its own.*

➢ *You can send attachments with your mail.*

➢ *You can save e-mail messages and addresses.*

➢ *You can check your e-mail address.*

Sample Picture of Writing an mail

From: Sender's Email id.
TO: Receiver's Email Id.
Date: Dec. 15, 2023

Subject: Application / Enquiry/ Questions/
Complaint.....................

Dear Manoj , Respected sir /ma'am/, Mr./Mrs./Ms.....
                    Body of the email

                        Intoduction
I am ....

                            Issues

                        Conclusion

                Complimentary Closing

Thanking You
Yours faithfully/ lovingly
Name-

1.You are Rakesh or Reena, a resident of Kunj Vihar, Bokaro. Write an email to the Municipal Commissioner of your city sharing the problem of nuisance of a building under construction beside your apartment. Sign the email as rakesh123@gmail.com.

From: rakesh123@gmail.com
To: mukesh564@gmail.com
Date: Dec. 15, 2023

Subject: Complaint against the nuisance made by under construction building

Respected sir,
I am Rakesh, a resident of Kunj Vihar, Bokaro. I am writing this email to inform you about the issues raised due to a building construction. The name of the company is Jay construction. The new buildings are under process and the construction work is going on for a long time. This creates a lot of harsh noises which brings a lot of hurdles in our daily work. The students are unable to concentrate on their studies. The senior citizens and tired job holders are in the position to take sound sleep that causes the anxiety and stress for whole day. The level of water has fallen down due the heavy consumption. The people are unable to conduct a peaceful life. On the behalf of other residents of the locality, I kindly request you to pay a great concern to short out the problem as soon as possible.

Thanking You
Yours faithfully
Name- Rakesh Kumar

Email Writing MCQs

1.Which of these should be avoided in an email?
(a) Wrong E-mail address
(b) Subject line
(c) Smileys
(d) Re-reading

Answer(a) Wrong E-mail address

2.In which one of the following country, email was invented?
(a) Norway
(b) Spain
(c) America
(d) Canada

Answer: (c) America

3.E-mail is a method of exchanging messages between people using
(a) Letters
(b) Telephones
(c) Electronic devices
(d) None of the above

Answer: (c) Electronic devices

4.Gmail belong to...
(a) Great Mail
(b) Yahoo Mail
(c) Google Mail
(d) Gopher Mail

Answer: (c) Google Mail

5.Which of the following is not a term pertaining to E-mail?
(a) Powerpoint
(b) Inbox
(c) Sender
(d) Receiver

Answer: (a) Powerpoint

6.Which of the following is a correct format of Email address?
(a) name@website@com
(b) name@website.com
(c) www.nameofebsite.com
(d) name.website.com

Answer(b) name@website.com

7.E-mail was patented in...
(a) 1919
(b) 1981
(c) 1971
(d) 1974

Answer: (c) 1971

8.What is the full form of Email?
(a) Electric Mail
(b) Electronic Mail
(c) Electromagnetic Mail
(d) Electricity Mail

Answer: (b) Electronic Mail

9.Which field contains the address of the email sender?
(a) From
(b) Send
(c) To
(d) Receive

Answer: (a) From

10.Which field consist of a few words describing the e-mail's content?
(a) To
(b) Subject
(c) Form
(d) BBC

Answer: (b) Subject

11.Email is a method to exchange messages between people using _____.
(a) Printers
(b) Typewriters

(c) Elecronic Devices
(d) None of these

Answer

(c) Elecronic Devices

12.An email address identifies an email box to which messages are delivered.
(a) Email Box
(b) Computer Name
(c) Modem
(d) Laptop

Answer

(a) Email Box

13.The _____ symbos is used to separate the username and domain name in Email Address?
(a) #
(b) $
(c) %
(d) @

Answer: (d) @

14.What does cc stands for in email?
(a) Copy Cat
(b) Clue Copy
(c) Carbon Copy
(d) Coins Copy

Answer: (c) Carbon Copy

15. What does bcc stand for in email?
    (a)   Business Carbon Copy
    (b)   Blind Carbon Copy
    (c)   Best Carbon Copy
    (d)   None of these

    Ans: (b) Blind Carbon Copy

16. Email Spam is _____ messages sent in bulk by email.
(a) Necessary
(b) Required
(c) Urgent
(d) Unwanted

Answer(d) Unwanted

17. _____ is a free email service developed by google.
(a) Hotmail
(b) Yahoo Mail
(c) Gmail
(d) Yandex Mail

Answer:(c) Gmail

18. To write a new message / email click on ;

(a) Compose Mail
(b) Starred Folder
(c) Trash Mail
(d) Sent Mail

Answer: (a) Compose Mail

19. Drafts are _____
(a) Received Mails
(b) Sent Mails
(c) Starred Mails
(d) Any message you are writing until you send it or trash it

Answer: (d) Any message you are writing until you send it or trash it

20. Which email service is owned by microsoft?
(a) Gmail
(b) Yahoo Mail
(c) Yandex Mail
(d) Outlook Mail

Answer: (d) Outlook Mail

21. Sending an e-mail is similar to
(a) picturing an event
(b) narrating a story
(c) writing a letter
(d) creating a drawing

Answer: (c) Writing a letter

22.An E-mail account includes a storage area, often called
(a) attachment
(b) Hyperlink
(c) mailbox
(d) IP address

Answer: (c) mailbox

23.Email content should ideally be presented as
(a) bullet points
(b) Number
(c) Both a and b
(d) None

Answer: (a) Bullet points

24.What type of files you can send in attachment?
(a) Text
(b) Images
(c) Audio
(d) Any type of file

Answer

(d) Any type of file