







# **Class Objective**

I will be able to revise all the topics and answer the questions related to it



Tips to remember while writing an email.

- Remember to keep your tone formal.
- Cover all the points necessary.
- Remember to use a good introduction.
- Try to conclude the email with a good and proper ending.
- Don't cross the word limit.
- Keep it precise, but without any grammatical mistakes.



#### Tips to remember while writing messages or small notes

- Remember to keep it short and precise.
- Everytime it is not necessary to write full sentences. Incomplete sentences like 'going to market', 'have visited the doctor' are also allowed.
- It is not always necessary to add an introduction. A short message or note is the best one.
- A message or note is mostly informal. So remember to keep the tone informal.
- Make sure that you cover all the points.



#### Tips to remember while writing or giving instructions.

- The language should be simple and precise.
- You should have a thorough understanding of the topic, on which you are giving instructions.
- You explain everything clearly, so that the reader or listener doesn't have a single doubt.
- Also remember to indicate the conditions when these instructions should or should not be used



Tips on making or writing requests.

- Be as polite as possible.
- Being straightforward is appreciated rather than going round and round in circles.
- Try to use formal language, as informal may sound rude.
- Be clear about what you are making a request for.



