



## Writing Effective E.Mails

**Total Marks: 30**

**Answer the following questions:**

**Q:1:** Short Questions:

(20)

- I. Outline the key benefits of emails.
- II. What is the importance of subject line in emails? And how it should be written?
- III. What is the importance of proofreading for a document?
- IV. Outline some principles of proofreading.

**Activity**

(10)

Create an e-mail that describes your experience on this course so far. The email should have the following parts.

To: \_\_\_\_\_

Subject Line: \_\_\_\_\_

Body

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Closing

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