

Grade 9

English Home Language

Write an E-mail

- In this world of technology, electronic communication is fast replacing the traditional letter writing of the past. An electronic mail (email) is posted from one computer to another, with the support of the internet. Emails are short and normally includes only one topic.

The following components characterise an email:

- **The recipient's address** – which, in most cases, is the recipient's name and the server point, as well as the country in which the server point is based. For example, lethaboj (name)@ Gmail. (server) za (country).
- **CC:** These may be the recipients whose attention is called to the email. These recipients do not participate in the communication but must take note that some form of communication took place.
 - For example, a supervisor may CC (copy) the manager an emailed invitation to a meeting. This copy could come in handy when there are disputes later.
- **Subject:** This is a summary of the content of the email.
- **Greeting:** Dear all / colleagues / friends (Depends on the context; who it has to be sent to)
- **Message:** An E-mail often only have One real paragraph. It is however better to divide your content into paragraphs.
 - **Introduction** – Mention the topic, DO NOT EXPLAIN YET!
 - **Body** – Add detail about the topic / explain.
 - **Conclusion** – End with a friendly comment.
- **Sender's name**

NB: The sender's address reflects automatically when the email is received. The sender may choose to provide other contact details at the end. This is called a signature.

Register: The level of words used!

Keep in mind that the register would change depending on the context. An e-mail to a friend would be causal. Informal register like shortened forms may be used. An e-mail to the principal would be formal register.

| FORMAL LANGUAGE | INFORMAL LANGUAGE |
|---|--|
| <ul style="list-style-type: none"> No abbreviations Grammatically correct Wider range of word choice Complex or technical vocabulary Impersonal tone, passive Objectivity Pronouns Tends to be factual | <ul style="list-style-type: none"> conversational/colloquial Uses shortened forms Sentence structure is not so rigid Common vocabulary I = INTROSPECTION Subjective stance |

Example:

| | | |
|-----------------|---|---|
| TO: | lethaboj@gmail.com | Recipient's Address |
| CC: | victoriak@yahoo.com dumaneS@msn.com | |
| SUBJECT: | Thandi Sweet Sixteen | What is the E-mail about? (Short not a complete sentence) |

Hi everyone

We are having a party for Thandi to celebrate her sixteenth birthday at our new house. It is not furnished yet – but that means there's a lot of space for dancing!

Date: Saturday, 28 June 2020
Time: 18:00 till late
Address: 10 Sunrise Road, Extension 18, Middelburg
To bring: A present for the birthday girl
RSVP: Before or on 22 June 2020, via e-mail Nkosisizwe@gmail.com or Sizwe 072118 9714

A code will be sent for the gate entry on the day. We hope that you can make it.

Sizwe

Register: Informal

- Contractions used – there's (There is)
- Common vocabulary
- Conversational tone

ACTIVITY

Your school is hosting their annual prize giving ceremony on 18 July 2020. As a member of the function committee you have been tasked with sending the invitations via email to the awardees parents. The word count is 100-120 words

Please include the following details in your email.

- **The recipient's address** – For example, lethaboj (*name*)@ Gmail. (server) za (*country*).
- **CC:**
- **Subject:** Topic of the email
- **Greeting:** Dear ... (Depends on the context; who it has to be sent to)
- **Message:**
 - **Introduction** – Mention the name of the ceremony, the venue, date and time.
 - **Body** – Add detail about the function, who will be the guest speaker? Mention the procedure of the event. (Arrival time, duration, where learners should go)
 - **Conclusion** – Add a last-minute detail like there will be a photographer or remember to bring the attached admission slip.
- **RSVP:** The date by which they should respond. Add who they should contact to confirm or decline their attendance. Give a response email or cell phone number.
- **Admit:** How many people many family members may attend (2)
- **Dress code:** semi-formal / formal / smart-casual

Sender's name: Yours sincerely and your name/ surname and designation (Organiser)

EXAMPLE:

| | |
|-----------------|--|
| TO: | ijjane@gmail.com |
| CC: | khumalo@yahoo.com |
| SUBJECT: | Mbuya Annual Achiever Awards |

Dear Sir/Madam

We have pleasure in inviting you to our annual prize-giving ceremony of Mbuya High School on 24 May 2020 at 18:00 in the Agricultural hall. We are delighted to inform you that your child (child's name and surname), will be receiving prizes for both academic and general achievements.

It is a great honour to confirm that this year our guest speaker / master of ceremonies is (Profession).....(name and surname). Please join us in extending a warm welcome to her/him on the evening.

We would be delighted if you could arrive ___ minutes before the time to ensure that our seating arrangements are met. All learners must assemble 20 minutes before the event at Mrs-Over Achievers classroom, room 14.

A professional photographer will be on hand after the ceremony should you wish to have pictures taken of this special occasion.

RSVP: Before or on 14 May 2020, via e-mail Nkosisizwe@gmail.com or Sizwe 072118 9714

Admit: 2

Dress code: Smart-casual