

Date: _____

Class: 5th

Div: _____

Roll No: _____

Sub: English

Worksheet: Writing Skill

Name: _____

Informal Emails

Guidelines for Writing Informal Emails

1. Start with the Email Address & Subject
2. Greeting/Salutation
3. Opening Line
4. Body of the Email
5. Closing Line
6. Signing Off

i. Write an email to your cousin about your birthday party.

From: sonia128@gmail.com

To: karanpatel@hotmail.com

Subject: My Birthday Party

Hi Karan,

I hope you are fine. Yesterday I celebrated my 10th birthday at home. My friends came, and we had games, music, and dance. The best part was the big chocolate cake! I got many gifts, and we all enjoyed a lot.

I missed you very much. Next time, you must come for sure.

With love,

Sonia

ii. Write an Email to your uncle thanking him for a gift.

From: atul2015@gmail.com

To: sunil2020@gamil.com

Subject: Thank You for the Gift

Dear Uncle,

I received the watch you sent me for my birthday. It is very pretty and shows the time clearly. I wear it every day to school, and all my friends liked it too.

Thank you so much for the wonderful gift. I will take good care of it. Please visit us soon.

With love,

Atul

iii. Write an email to your friend about a school picnic

From: Kabir8215@gmail.com

To: nehasharma@gmail.com

Subject: School Picnic

Hi Neha,

I want to share about the picnic we had last week. Our class went to the City Park. We played cricket, ate our lunch under the trees, and went boating in the lake. Everyone had a great time with teachers and friends.

I wish you were also there. It was really an unforgettable day!

Your friend,

Kabir