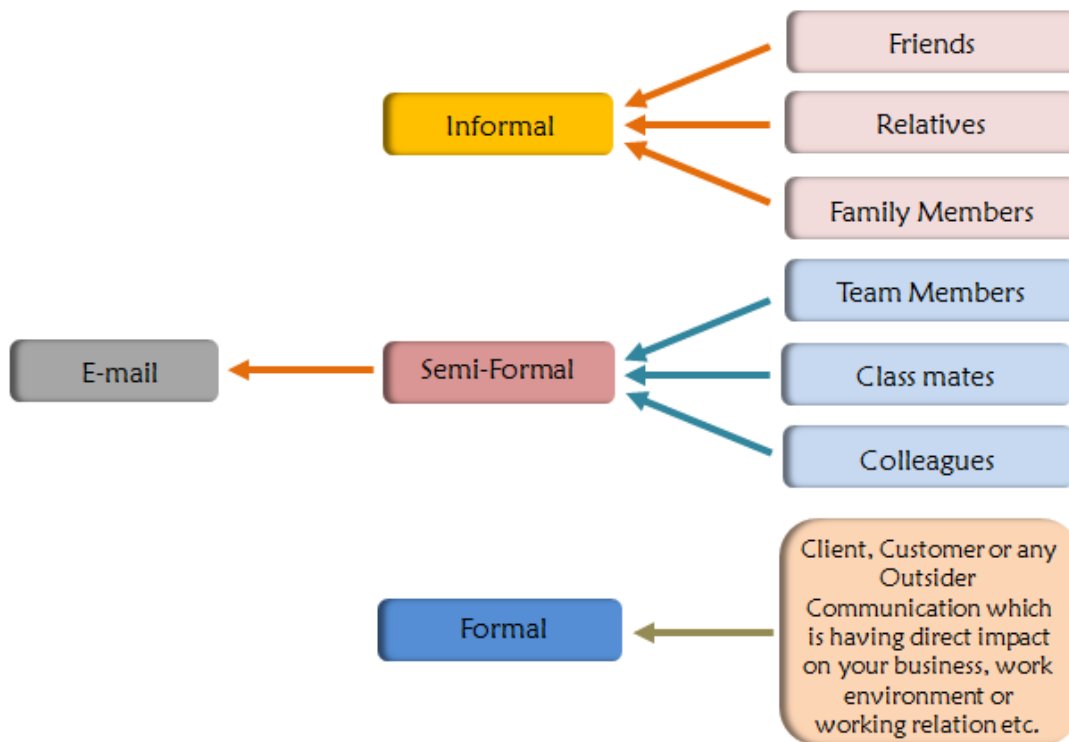


## E-mail Writing & Theories/Skills



### *E-mail Writing Skills/Tips –*

- *Informal email*
- *Semi-Formal email*
- *Formal email*

### ***What is an Informal E-mail?***

*An email written for any friends, family members or relatives is called an Informal e-mail.*

### ***What is a Semi-formal E-mail?***

*An email written for any teammates or colleague is called semi-formal e-mail.*

### ***What is a Formal E-mail?***

*An email written for business communication or professional is called Formal e-mail.*

*To be continued.....*

*Call, what's up or e-mail me incase if interested learning the Business Communication (Writing skills).*

Created by;

**Akhtar M. Khan**