

## 1.4

## E-mails

- E mail stands for electronic mail. It is the easiest and the cheapest way of communication. It is used in formal, semi-formal as well as an informal way of expression or writing. The email writing format is the same for each of the categories. Though the choice of words and language differ depending upon the type of email.
- One can use friendly and casual language in informal emails. The language used in formal emails should be professional, clear, and formal.
- An email written for any friends, family members or relatives comes under this category. Use of polite, friendly and casual words along with proper greetings and closings are some of the rules

**SAMPLE**

1. Write an E-mail to the principal of your college requesting him to arrange a charitable show to help the deaf and blind.

From: xyz@gmail.com

To: theprincipal@gmail.com

Cc:

Subject: To help blind and deaf- reg

Respected Sir,

With due regards I, xyz on behalf of the student council, wish to bring to your kind notice that we have decided to organize a Charitable show in our college auditorium. The income collected through this show will be used to help the blind and deaf students of our area. As they are neglected a lot in the society. We have decided to do so. Therefore, I request you to allow us to organize the show. We have invited some of the famous personalities in town to grace this occasion.

Thanking you,  
Yours faithfully,  
Xyz

### **A Sample of Formal Email Writing Format**

An email written for business communication or professional use comes under this category. The email written for any government department, school authority, company or any officers are the formal emails. Use of polite and formal words, the reason for writing mail, clarity, proper greeting and closing are some of the rules of the formal email.

Sample:- 2

A mail of resignation

To: XYZ

CC/BCC

Subject: Resignation Letter

Dear Sir,

Please accept this mail as a notice that I am leaving my position with this organization. As per the norms of the company I have to give a month notice before resigning. I hope you will get a good replacement for me within this time period.

3. Write an E-mail to the principal of your college requesting him to arrange a charitable show to help the deaf and blind.

From: xyz@gmail.com  
To: theprincipal@gmail.com  
Cc:  
Subject: To help blind and deaf- reg

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Thanking you,  
Yours faithfully,  
Xyz

## **COMPARE AND CONTRAST**

In a compare and essay, write about similarities and differences between two or more people, places, or things. Organize the essay by writing about one subject first and then comparing it with the second subject. A more effective way is to organize the essay by comparing each subject by category.

### **SOLAR POWER**

Solar power is defined that it's an energy from the sun that's converted into thermal or electrical energy. And this power is considered as a one of sources for the energy that has significance among the other powers. So this power has a several characteristics and the beginning is with the economic.

Efficiency has an important role in the quality of solar power. Science daily wrote "Cheap, Efficient Solar Power" indicating to the effectiveness of the power, and according to the scientist Erin Baker who works in this domain stated that in 2015 the solar power will be the efficient power and it will be used in all over the world. Baker also added that the solar power is

more cheap than the electricity power which is effective on the environment too by producing the carbon. In the other hand, there are units combined with each other called solar cells, these cells proved, that it's consist of the silicon which it increases the efficiency to 40 %, also the effectiveness will reach 80% in close time.

The environment, which it has a big function in human life. which has nothing of producing the emissions, so this is what solar power is, comparing to the electricity power which is more effected to the environment. That's why the solar power is the friend for the environment. In the other hand using electricity power has shown that it's the biggest causer for the damages towards the environment. The solar power is a natural power which is based on the light of sun, which means there's no harmful emissions, also it's the one of the best way to use because it's one of the renewable sources.

## **WIND POWER**

The wind power is defined as a power is derived from the wind and this power is considered as one of the used powers all over the world. Furthermore, it's included in economic due to the cheapness more than any power. First, the economic, according to American Wind Energy association which published that basing on wind power can save 1.6 million in costs over the wind power's life time, where also could solve the problems such as gas prices by its cheapness because the gas has a high price nowadays they reduce the gas to save the economic.

The efficiency is more than important to the countries specifically, for the consumers at the energy, and regard to wind turbines is getting better where it shows that a maximum capacity which is reach to 2000 kilowatt or megawatt per turbine. There's also turbines that has a strong power, which support the efficiency for the wind power. Thirdly the environment, the environment has played a huge role in wind power where the countries don't look at the economic and the environment only. They look also for a good environment for their country, he winds power doesn't produce any kind of emissions that effect on the environment.

**Sample: II****Compare and contrast with Microsoft Vs. Apple**

Microsoft primarily makes its profits from business to business, which mainly consists of selling license to its operating systems to computer manufacturers and office suits for enterprises. It does not mean that they don't sell their products to consumers—they do, and they have consumer specific product lines as well, such as the Xbox gaming console, and of course home users also buy Windows and MS Office. This means that their business targets pretty much everyone – from home computer owners to developers and enterprises.

Apple is primarily a consumer goods company, and makes most of its profit selling hardware, like its iPod music players and Macintosh (Mac) computers. This makes the target of Apple's website much clearer—marketing, selling, and providing support for its products to consumers. They don't have to worry about selling licenses to manufacturers because they are the only manufacturer, so the key purpose of the website would be to advertise and promote their multiple product lines, as well as selling them through their online store.

Windows-based computers are more practical, easier to use, and more versatile than Macintosh computers. There has always been much debate over which is the better system. There are people who are die-hard Macintosh users, and there are people who are the complete opposite, and naturally there are people sitting somewhere in between. The fact remains that the majority of home and business users own Windows-based systems because of their versatility in all areas.