

1. Write an e-mailed to your brother/ sister congratulating him/her on winning the 'Best Debate Trophy' in the inter school debate competition.

Ans:

From : Ramesh@yahoo.co.in

To. : MukeshChand@gmail.com

Subject : Compliments over winning the 'Best Debate Trophy'.

Hi brother,

Congratulations for winning the 'Best Debate Trophy', brother. Mother and father are very happy over your achievement. You are making them really proud. I hope you continue doing great things like this. Here is hoping to see you soon.

Best Wishes

Ramesh

2. Send an e-mailed to your friend in Kolkata informing her/him of your plan to visit the city during the Dussehra celebrations. Ask her/him whether it would be convenient for you to stay with her/him and to show your around the city.

Ans:

From. : Ramesh@yahoo.co.in

To : AnandRoy@gmail.com.

Subject. : Plans for Dussehra holiday.

Hello Anand

I am happy to inform you that I will be visiting Kolkata during the Dussehra celebrations. I was wondering if it's convenient to you if I could stay to your place and then show me around the city. I hope to hear from you soon.

Regards

Ramesh