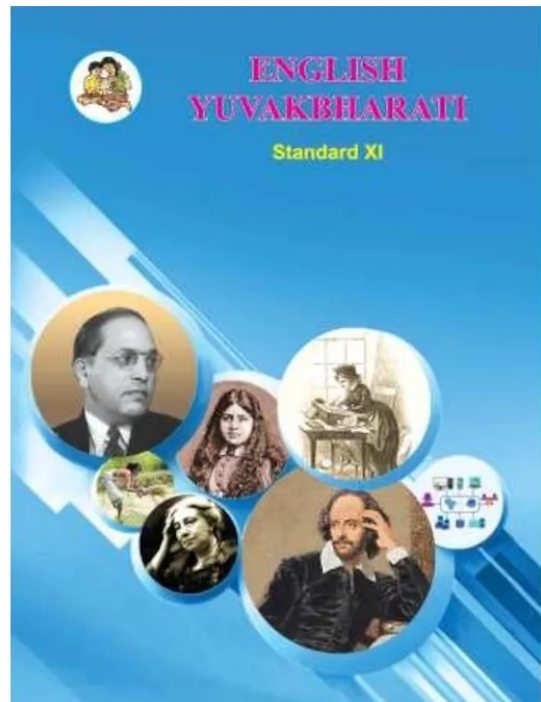


Maharashtra Board Solutions Class 11-English Yuvakbharati (Writing Skills): Chapter 3- E-mails

Class 11 - Chapter 3 E-mails



For any clarifications or questions you can write to info@indcareer.com

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Maharashtra Board Solutions Class 11-English Yuvakbharati (Writing Skills): Chapter 3- E-mails

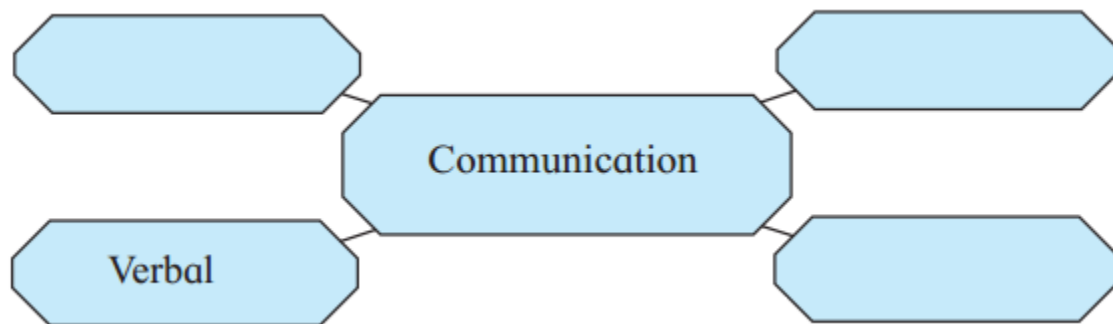
Class 11: English Yuvakbharati (Writing Skills) Chapter 3 solutions. Complete Class 11 English Yuvakbharati (Writing Skills) Chapter 3 Notes.

Maharashtra Board Solutions Class 11-English Yuvakbharati (Writing Skills): Chapter 3- E-mails

Maharashtra Board 11th English Yuvakbharati (Writing Skills) Chapter 3, Class 11 English Yuvakbharati (Writing Skills) Chapter 3 solutions

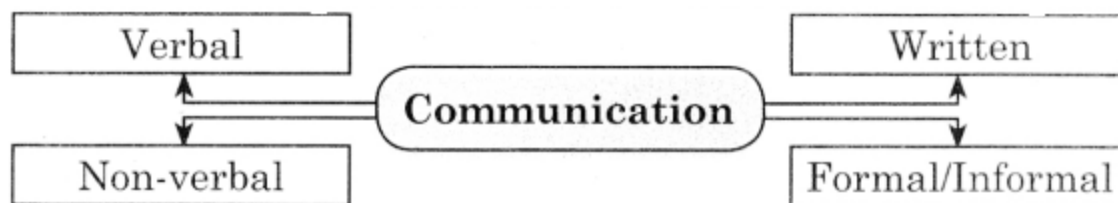
Question 1.

There are different kinds of communication. Write some of them to complete the given boxes. Discuss the importance of each one of them with your partner.



Answer:

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Question 2.

Dos and Don'ts for Email Etiquettes. Discuss and add one or two Dos and Don'ts on your own".

Answer:

Dos	Don'ts
1. Have a clear subject line.	Don't forget your signature.
2. Use a professional salutation.	Don't use humour and sarcasm.
3. Recheck your e-mail.	Don't assume the recipient knows what you are talking about.
4. Keep private material confidential.	Don't punctuate poorly.
5. Keep your email short and flawless. Stay concise.	Don't hit 'Reply All'.
6. Check your attachments before sending.	Don't think that no one but the intended recipient will see your email. (No predictions)
7. Include your name or a signature with additional details and contact information.	Don't forward email without permission.
8. Make use of 'Bcc' to e-mail a team.	Don't make use of emoticons while sending professional e-mails.

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9. Make sure to send a reply to all e-mails received.

Avoid replying while you are in an angry or unpleasant mood.

(A1)

Question 1.

Write an e-mail to your friend who has not contacted you for a long time. Use the hints/language support from the text to compose your e-mail.

Answer:

To: abc@xyz.com

Subject:

Dear /(Name),

How have you been? It has been a while since we last had a conversation. If I am not wrong, it has been more than a year or two. I hope things are going well with you.

I was going through some old albums that I found yesterday while cleaning the cupboard. I also came across a photo, which we had taken with the monkeys. I clearly pictured the scene of the past days when my uncle made the two of us sit between the monkeys. Oh how frightened were we!

My nostalgic trip made me wonder what are you upto. I remember the last time when you e-mailed me you told me about the job markets declining in New Zealand. Let me know if everything is well at your end.

I have attached some pictures; have a look. I will be waiting to hear back from you.

All the best and take care.

(Name)

(A2)

Question (i)

Browse through the net and find out various types of emails and their formats.

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Answer:

[Students are expected to attempt this question on their own.]

Question (ii)

Create your email account on any one of the email service providers (gmail, yahoo, rediff) and send at least 3/4 emails to your contacts.

Answer:

[Students are expected to attempt this question on their own.]

(A3)

Question 1.

Prepare a CV/Resume of your own.

Answer:

(FULL NAME)

Address: ()

Contact: +91 ; E-mail: ()

Nationality: Indian; Date of Birth:

ADMINISTRATIVE ASSISTANT/SECRETARY

Profile

- Result-driven professional with two years of experience in administrative support.
- Expertise in managing operational needs, reporting, communicating status updates, travel booking, etc.
- Strong exposure of working in a team for promoting smooth operations of the organization.
- Excellent written and verbal communication with interpersonal skills.
- Exceptionally well organized, self-motivated, committed and perpetual inclination to learn.

Key Skills

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- Administration skills
- Record management
- Report generation
- Communication skills
- Time Management

Work Experience

XXX Pvt. Ltd.

SINCE DEC 2017

Secretary

- Responsible for maintaining day-to-day operations and maintaining daily checklists.
- Answering or referring queries.
- Maintaining documents, presentations, spreadsheets, databases, etc.
- Maintaining confidential files, preparing reports, etc.
- Arranging appointments, meetings, conferences, travel, etc.

Education

- Bachelor of Commerce, XYZ University
- Certificate course on Secretarial Practice
- Computer skills: MS Office Suite (Word, Excel, Powerpoint)

Languages known: English, Hindi and Marathi

Question 1.

The State Government of Maharashtra has decided to take strict measures on the hawkers's encroachment on roads. Draft an e-mail to the editor of a local daily expressing your concern for the jobless hawkers.

Answer:

To:

Subject: Hawker's dilemma

Dear Madam,

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This is to bring to your notice the strict measures that has been taken by the Deputy Municipal Commissioner of Mumbai against the hawkers encroaching on roads of Mumbai.

The President of the hawkers' union has said that due to Municipal action, many hawkers have become jobless and are likely to indulge in criminal activities. As citizens of Mumbai, we are fed up with the hawkers' encroachment on roads. But there is some point in what the hawkers' president says.

Our authorities should provide alternative accommodation to the hawkers. If after providing accommodation, the hawkers occupy the footpaths, they should be punished.

As a concerned citizen, I appeal to the Municipal Commissioner, through your daily, to give the matter a second thought.

Thanks and Regards,

XYZ

982XXXXXXX



Maharashtra Board Solutions

Class 11 English Yuvakbharati

(Writing Skills)

- Chapter 1- Expansion of Ideas
- Chapter 2- Blog Writing
- Chapter 3- E-mails
- Chapter 4- Interview
- Chapter 5- Film Review
- Chapter 6- The Art of Compering

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About About Maharashtra State Board (MSBSHSE)

The Maharashtra State Board of Secondary and Higher Secondary Education or MSBSHSE (Marathi: महाराष्ट्र राज्य माध्यमिक आणि उच्च माध्यमिक शिक्षण मंडळ), is an **autonomous and statutory body established in 1965**. The board was amended in the year 1977 under the provisions of the Maharashtra Act No. 41 of 1965.

The Maharashtra State Board of Secondary & Higher Secondary Education (MSBSHSE), Pune is an independent body of the Maharashtra Government. There are more than 1.4 million students that appear in the examination every year. The Maha State Board conducts the board examination twice a year. This board conducts the examination for SSC and HSC.

The Maharashtra government established the Maharashtra State Bureau of Textbook Production and Curriculum Research, also commonly referred to as Ebalbharati, in 1967 to take up the responsibility of providing quality textbooks to students from all classes studying under the Maharashtra State Board. MSBHSE prepares and updates the curriculum to provide holistic development for students. It is designed to tackle the difficulty in understanding the concepts with simple language with simple illustrations. Every year around 10 lakh students are enrolled in schools that are affiliated with the Maharashtra State Board.

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FAQs

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Add image

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Step 1: Visit the official website ebalbharati.in

Step 2: On the top of the screen, select "Download PDF textbooks"

Step 3: From the "Classes" section, select your class.

Step 4: From "Medium", select the medium suitable to you.

Step 5: All Maharashtra board books for class 11th will now be displayed on the right side.

Step 6: Click on the "Download" option to download the PDF book.

Who developed the Maharashtra State board books?

As of now, the MSCERT and Balbharti are responsible for the syllabus and textbooks of Classes 1 to 8, while Classes 9 and 10 are under the Maharashtra State Board of Secondary and Higher Secondary Education (MSBSHSE).

How many state boards are there in Maharashtra?

The Maharashtra State Board of Secondary & Higher Secondary Education, conducts the HSC and SSC Examinations in the state of Maharashtra through its nine Divisional Boards located at Pune, Mumbai, Aurangabad, Nasik, Kolhapur, Amravati, Latur, Nagpur and Ratnagiri.

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