

1. Draft an e-mail on behalf of Ashish Patel to his friend Niraj Bhatt on Niraj123@gmail.com telling him about cleanliness camp at his school.

To: Niraj123@gmail.com

Sub: Cleanliness camp

Dear Niraj,

How are you? I hope you will be alright.

I am writing this e-mail to inform you about the cleanliness camp held at our school on last Monday. All the students of the school participated in the camp. All the teachers and student gathered at school early in the morning at 7:00 AM. We were divided in ten different groups. Each group was given task of cleaning. We cleaned whole school, school compound and surrounding areas of school. Each student was given a certificate. We were tired but feeling happy to do something for the society. We all should keep habit of keeping our surrounding clean.

Give my regards to all at home.

Your loving friend,
Ashish

2. Draft an e-mail on behalf of Priya Yadav to her elder sister Unnati Yadav on unnatiyadav@gmail.com telling her about her preparation for SSC exam.

To: unnatiyadav@gmail.com

Sub: Preparation for SSC Exam.

Dear Unnati,

How are you? I hope everybody at home will be alright.

You know my board exam will start in next month. I know you will be worried about me. Don't worry, I have prepared time-table for preparation. I have revised all subjects one time. Now - a - days I am writing/practicing sample papers to improve my speed. I ask my teachers for doubts. I am sure that I will get at least 70% in Board Exam.

Give my regards to all.

Yours lovingly,
Priya

3. Draft an e-mail on behalf of Rohit Vyas to Hardik Patel on hardik123@gmail.com inviting him for his birthday party.

To: hardik123@gmail.com

Sub: Invitation for birthday party

Dear Hardik,

How are you? I hope you will be alright.

I am writing this e-mail to invite you for my birthday party. You know my birthday is on next Sunday. I have arranged birthday party at my home. I have invited all our friends. We all will enjoy together. We will play games and dance together and also enjoy tasty food. It will be a great fun. I am eagerly waiting for you. Please do come.

Please give my regards to your parents.

Your loving friend,
Rohit

4. Draft an e-mail on behalf of Vishal Mehta to his uncle Prakash Mehta, on prakash123@gmail.com thanking him for the birthday gift.

To: prakashmehta123@gmail.com

Sub: Thanking for birthday gift

Dear uncle,

How are you? I hope you will be alright.

Today morning I received a parcel and surprised to get a birthday gift from you. It is a wonderful smart watch. Thank you for the gift. I was thinking to buy a smart watch on my birthday. I liked it very much. All my friends liked it. It has all modern features. It will help me to become punctual and fit. We missed you a lot on my birthday.

Once again thank you for the birthday gift. Give my regards to all at home.

Yours lovingly,
Vishal

5. Draft an e-mail on behalf of Rajiv Shah to his friend Jayesh Pandya on jayesh123@gmail.com congratulating him for successfully passing board exam.

To: jayeshpandya123@gmail.com

Sub: Congratulations

Dear Jayesh,

How are you? I hope you will be alright

Congratulations for passing board exam with flying colours. We are proud of you. you have made your parents feel proud. You deserve this success because we know how hard you have worked throughout the year! You have secured A1 grade that is really wonderful achievement. Please let me know what you are going to do in future. All the best for your bright future.

Give my regards to all at home.

Your loving friend,
Rajiv

6. Draft an e-mail on behalf of Harsh Barot to Mayank Joshi on mayank123@gmail.com telling him about the importance of good health, physical fitness and simple diet.

To: mayank123@gmail.com

Sub: Importance of good health

Dear Mayank,

How are you now? One of our friends told me about your illness. I hope your health will be improving.

I know you are a hardworking student. But that doesn't mean that you ignore your health. Health is wealth. So, you must take proper care of your health. You should drink enough water and eat fresh fruits. You should spare some time for exercise regularly. Take medicines timely. Avoid junk food. You should have a simple and health diet. Have good sleep. I hope you will understand importance of health and follow these tips.

Take care. I pray for your early recovery. Give my regards to all at home.

Your loving friend,
Harsh