

# Selective Test Writing Guide

## How to Write an Email

### 1. INTRODUCTION TO EMAIL WRITING

Email writing is an essential skill in our digital age. A well-crafted email can inform, persuade, entertain, or connect people across vast distances. As a student preparing for selective tests, mastering the art of email writing will enhance your communication skills, creativity, and ability to engage readers effectively.



### TYPES OF EMAILS:

- Personal correspondence: Catching up with friends and family
- Formal requests: Asking for information or assistance
- Thank you notes: Expressing gratitude
- Invitations: Asking people to events or gatherings
- Complaints or feedback: Addressing issues or providing suggestions
- Newsletters: Sharing updates or information with a group



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## How to Write an Email

### 2. STRUCTURE OF AN EMAIL

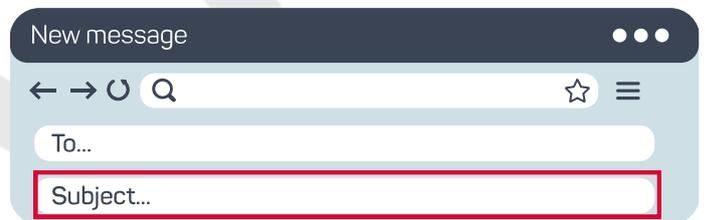
While emails can vary in style and tone, they typically include the following elements:

#### A) SUBJECT LINE:

A brief, attention-grabbing summary of the email's content.

Examples:

1. "Exciting News: We're Moving to Paris!"
2. "Urgent: Help Needed for School Project"
3. "Invitation to the Party of the Century"
4. "Mystery Solved: The Case of the Missing Homework"
5. "Sweet Dreams Are Made of... Cheese? A Culinary Adventure"



#### B) GREETING:

A salutation to open the email.

Examples:

1. Dear Aunt Mabel,
2. Hey there, Superhero Squad!
3. Greetings, Fellow Space Explorers,
4. To the Esteemed Council of Treehouse Builders,
5. Ahoy, Pirate Pete!



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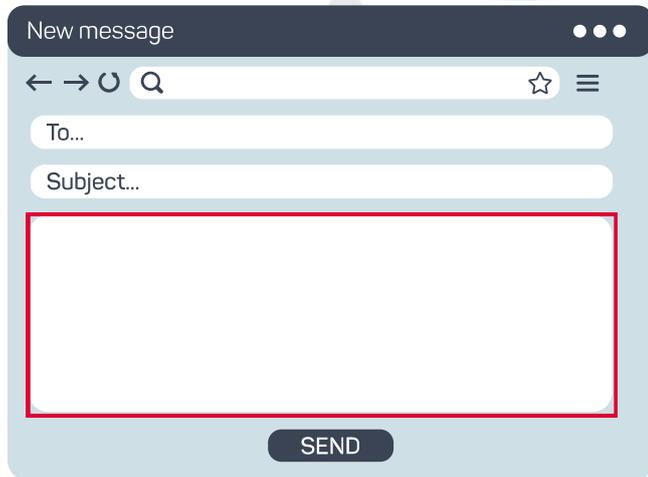
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### 2. STRUCTURE OF AN EMAIL

#### C) BODY:

The main content of the email, which may include:

- Introduction
- Main message or purpose
- Supporting details
- Call to action (if applicable)



#### D) CLOSING:

A sign-off phrase.

Examples:

1. Catch you on the flip side,
2. May the force be with you,
3. Until our paths cross again,
4. Yours in perpetual weirdness,
5. Sending virtual high-fives,



#### E) SIGNATURE:

Your name and any additional information.



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### 3. STEP-BY-STEP GUIDE TO WRITING A JUICY EMAIL

#### STEP 1:

Craft a catchy subject line

- Make it intriguing, specific, and relevant

#### STEP 2:

Start with a **BANG!**

- Open with a greeting that sets the tone and grabs attention

#### STEP 3:

Hook them in the first line

- Begin with a startling fact, question, or vivid image

#### STEP 4:

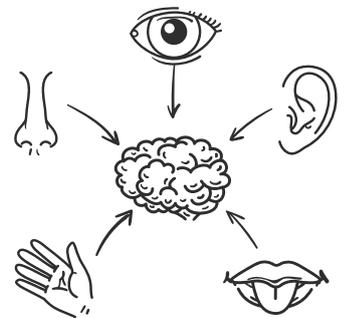
Paint a picture with words

- Use descriptive language to bring your message to life

#### STEP 5:

Engage the senses

- Include details that appeal to sight, sound, smell, taste, and touch



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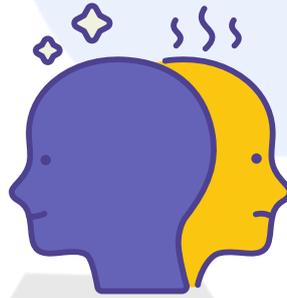
## How to Write an Email

### 3. STEP-BY-STEP GUIDE TO WRITING A JUICY EMAIL

#### STEP 6:

Use active voice and strong verbs

- Choose words that create action and excitement



#### STEP 7:

Inject personality

- Let your unique voice shine through with humour or personal anecdotes

#### STEP 8:

Create a clear structure

- Organise your thoughts logically, using paragraphs for different ideas

#### STEP 9:

Build anticipation

- Use cliff-hangers or teasers to keep the reader engaged



#### STEP 10:

End with a bang

- Conclude with a memorable line or call to action



#### STEP 11:

Proofread and polish

- Check for errors and refine your language for maximum impact

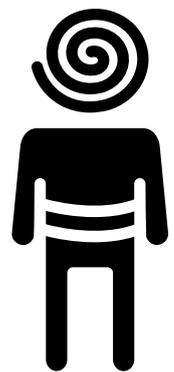


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## How to Write an Email

### 4. VOCABULARY FOR VIVID EMAIL WRITING

- Captivating: Capable of attracting and holding interest
- Electrifying: Thrilling or extremely exciting
- Unforgettable: Impossible to forget; memorable
- Enchanting: Delightfully charming or attractive
- Riveting: Completely engrossing; compelling
- Spellbinding: Holding one's attention completely as if by magic
- Enthralling: Capturing and holding one's attention
- Provocative: Exciting, stimulating, or thought-provoking
- Tantalising: Arousing desire or expectation for something unattainable
- Mesmerising: Holding the attention as if by a spell



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### 5. EXAMPLE SENTENCES

1. "Prepare to have your mind blown by the most extraordinary news since sliced bread!"
2. "Picture this: a treehouse so magnificent it makes the Taj Mahal look like a garden shed."
3. "The aroma of freshly baked cookies wafted through the air, a siren song of sugary bliss."
4. "With a heart pounding like a jackhammer, I stepped onto the stage, ready to face my fears."
5. "The rollercoaster ride was a gravity-defying dance between terror and exhilaration."
6. "Our classroom transformed into a bubbling cauldron of excitement when Ms. Thompson announced the field trip."
7. "The ancient tome creaked open, releasing a cloud of dust and centuries-old secrets."
8. "Laughter erupted like a volcano, spewing joy and mirth across the playground."
9. "The new game console isn't just cool - it's so cutting-edge it practically bleeds technology!"
10. "Brace yourself for a tale so wild, so unbelievable, it'll make your hair stand on end and your jaw hit the floor!"



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### 6. FULL EXEMPLAR EMAIL

**SUBJECT: BUCKLE UP FOR THE WILDEST WEEKEND OF YOUR LIFE!**

Greetings, Fellow Adventure Seekers!

Picture this: the sun peeks over the horizon, painting the sky in a dazzling array of pinks and oranges. The air is crisp, filled with the promise of excitement. And you? You're about to embark on the most epic weekend getaway in the history of weekend getaways!

Are you ready to trade your boring old routine for a whirlwind of heart-pounding thrills and unforgettable experiences? Well, hold onto your hats, because I'm about to blow your mind with the details of our upcoming Extreme Adventure Weekend!

First stop: The Sky's the Limit Skydiving Centre. Imagine yourself soaring through the clouds like a majestic eagle (albeit a slightly nervous one). The wind rushes past your face as you plummet towards the earth at breakneck speed. Just when you think your heart can't race any faster - WHOOSH! Your parachute opens, and you're floating gently down to terra firm, with a view so breath-taking it'll make your Instagram followers weep with envy.



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### 6. FULL EXEMPLAR EMAIL

But wait, there's more! We'll barely have time to catch our breath before we're whisked away to the Raging Rapids River for some white-water rafting. Picture yourself clinging to the raft for dear life as you navigate churning waters and jagged rocks. The spray hits your face, the adrenaline courses through your veins, and you're laughing like a maniac because you've never felt so alive!

As the sun sets on our day of daring exploits, we'll gather around a roaring bonfire. The flames will dance in the twilight as we swap stories of our adventures, roast marshmallows to gooey perfection, and belt out campfire songs with more enthusiasm than talent (sorry in advance to any woodland creatures within earshot).

But don't get too cosy! Day two kicks off with a crack-of-dawn mountain bike ride through treacherous terrain. We'll pedal our way through dense forests, across babbling brooks, and up steep inclines that'll make your legs burn and your spirit soar. Keep your eyes peeled for local wildlife - but maybe don't make eye contact with any bears, okay?

To cap off our weekend of wild wonders, we're going spelunking in the mysterious Shadowcave Caverns. Armed with nothing but headlamps and our wits, we'll squeeze through tight passages, marvel at otherworldly rock formations, and maybe even discover a hidden treasure or two. (Okay, the treasure part might be wishful thinking, but hey, a kid can dream!)



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### 6. FULL EXEMPLAR EMAIL

Now, I know what you're thinking: "This sounds amazing, but can my puny human body handle all this awesomeness?" Fear not, my friend! Our team of expert guides will ensure your safety while gently pushing you to your limits. Plus, we'll fuel our adventures with delicious, energy-packed meals that'll make your taste buds do a happy dance.

So, are you in? Are you ready to push your boundaries, face your fears, and create memories that'll last a lifetime? Of course you are! This is your chance to be the hero of your own action-packed story.

To secure your spot on this once-in-a-lifetime adventure, just reply to this email with a resounding "YES!" and maybe a few excited emojis for good measure. But act fast - spots are filling up quicker than you can say "Geronimo!"

Get ready to turn your ordinary life into an extraordinary adventure. See you on the wild side!

Yours in perpetual adrenaline,

[Your Name]

P.S. Don't forget to pack your sense of humour and a change of underwear. Trust me, you'll need both!



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### 7. TASKS, EXERCISES, AND ACTIVITIES

#### 1. SUBJECT LINE SIZZLE:

Write 10 attention-grabbing subject lines for emails about ordinary events (e.g., "Homework Alert: The Assignment That Ate My Dog!").

#### 2. SENSORY OVERLOAD:

Describe a simple activity (like eating an apple) using all five senses in the most vivid way possible.

#### 3. METAPHOR MANIA:

Take a mundane object or situation and describe it using three unexpected metaphors (e.g., "Math class is a rollercoaster ride through the land of numbers").

#### 4. CLIFF-HANGER CHALLENGE:

Write the opening paragraph of an email, ending with a cliff-hanger that leaves the reader desperate to know more.

#### 5. EXTREME MAKEOVER: EMAIL EDITION:

Take a boring email (e.g., a weather report) and rewrite it to make it thrilling and entertaining.



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### 7. TASKS, EXERCISES, AND ACTIVITIES

#### 6. PERSONALITY PLUS:

Write the same email (e.g., an invitation to a birthday party) in three different voices – a pirate, a superhero, and a time traveller.

#### 7. VERB VIVIFICATION:

Rewrite a paragraph replacing all boring verbs with more exciting, descriptive ones (e.g., "walked" becomes "sashayed" or "trudged").

#### 8. EMOTION EXPLOSION:

Write an email describing an event from the perspective of someone experiencing an extreme emotion (e.g., describing a trip to the grocery store as the most exciting thing ever).

#### 9. SIMILE SYMPHONY:

Describe your day using as many creative similes as possible (e.g., "My alarm clock screeched like a pterodactyl with a megaphone").

#### 10. CALL TO ACTION CREATIVITY:

Write five unique and compelling calls to action for emails, encouraging the reader to do something ordinary in an extraordinary way.

