

Chapter 39: Understanding Short Texts (Emails & Messages)

Arre boss! आज का topic hai एकदम रोज़-मर्रा वाला – Understanding Short Texts (Emails aur Messages). Matlab chhoti-chhoti English likhai ko samajhna jo aajkal toh roj WhatsApp, mail aur SMS mein आती है. Socho agar mail aaya: “Meeting at 10 A.M.” aur tum 10 P.M. chale gaye – arre yaar, boss gussa karega!

Short Texts क्या हैं?

- **Emails** (ईमेल) = Internet se bheja gaya छोटा message (office, school ya personal).
- **Messages** (मैसेज) = Chhoti chhoti baatein WhatsApp, SMS ya chat par likhi हुई.

Hindi mein: छोटे लिखित संदेश जो fast communication के liye hote hain.

कब काम आते हैं?

- (1) Jab tum office/school ke mails ya WhatsApp groups check karte ho.
- (2) Jab dost chhota message bhej ke bolta hai – “Call me, urgent”.
- (3) Jab tumhe kisi schedule, meeting, time, place ka short update chahiye.

Short texts = chhoti बात, bada काम!

Example Sentences (20)

Emails (Formal/Work)

- (1) Please send the report. = कृपया रिपोर्ट भेजें।
- (2) Meeting at 10 A.M. = मीटिंग सुबह 10 बजे है।
- (3) I will call you tomorrow. = मैं आपको कल कॉल करूँगा।
- (4) Please reply soon. = कृपया जल्दी जवाब दें।
- (5) Thank you for your email. = आपके ईमेल के लिए धन्यवाद।

Messages (Informal/Friends)

- (6) Hi! How are you? = हाय! आप कैसे हो?
- (7) Call me when free. = फ्री होने पर कॉल करना।
- (8) I am busy now. = मैं अभी व्यस्त हूँ।
- (9) Where are you? = तुम कहाँ हो?
- (10) See you at 6 P.M. = 6 बजे मिलते हैं।

WhatsApp Style Short Texts

- (11) Good night! = शुभ रात्रि!
- (12) Happy Birthday! = जन्मदिन मुबारक!
- (13) Congrats! = बधाई हो!
- (14) I am on my way. = मैं रास्ते में हूँ।
- (15) Don't be late. = देर मत करना।

More Common Short Texts

- (16) Please wait. = कृपया प्रतीक्षा करें।
- (17) Take care. = ध्यान रखना।
- (18) Enjoy your day! = अपना दिन एन्जॉय करो।
- (19) I need help. = मुझे मदद चाहिए।
- (20) Let's meet soon. = जल्दी मिलते हैं।

Vocabulary List

- (1) Email = ईमेल
- (2) Message = मैसेज
- (3) Report = रिपोर्ट
- (4) Meeting = मीटिंग
- (5) Call = कॉल
- (6) Reply = जवाब देना
- (7) Soon = जल्दी
- (8) Busy = व्यस्त
- (9) Congrats = बधाई
- (10) Wait = इंतज़ार करना
- (11) Help = मदद
- (12) Enjoy = मज़ा लेना
- (13) Way = रास्ता
- (14) Late = देर

(15) Time = समय

Funny Recap (Arre Yaar Style)

Boss, ab samajh lo simple funda:

- Emails = thoda formal (office style).
- Messages = chhoti aur fast baatein (whatsapp wala style).

Masti example:

- Dost ka message aaya: “Bring samosa.”
- Tum reply karo: “Ok boss, but pay online!”

Ab se emails aur messages ka short English text tumhare liye ekदम cakewalk hai – bas dhyan do aur confuse mat ho jao A.M. aur P.M. mein!