

## Chapter 42: Writing Simple Emails or Messages

Arre boss! आज ka topic hai ekदम roz-kaam wala – Writing Simple Emails or Messages. Matlab tumhe English mein chhote aur simple mail ya WhatsApp/SMS likhna aa जाना chahiye. Socho! Agar boss ko email bhejna hai aur tum likh do “Hi Bro, Wassup?” तो job gaya samjho! Aur dost ko formal line likho “Dear Sir, Kindly acknowledge” तो woh बोलेगा: “Arre yaar, itna formal kyun?”

### Writing Simple Emails or Messages क्या है?

- **Email** (ईमेल) = Official ya personal message jo internet se bheja जाता hai.
- **Message** (मैसेज) = Short text (WhatsApp, SMS, chat).

Hindi mein: Chhoti likhii hui बात jo ek vyakti se doosre vyakti tak pahunchti hai.

कब काम आते हैं?

(1) Office/School work ke liye – reports, homework, meetings.

- Please send me your assignment.

(2) Friends/family ke saath informal baat ke liye.

- Hi! How are you?

(3) Shopping/Delivery info ke liye.

- Your order is ready.

Boss trick: Formal = polite style, Informal = friendly easy style.

### Example Sentences (20)

#### Formal Emails (Work/School)

(1) Dear Sir, I am writing this email to inform you. = आदरणीय सर, मैं यह ईमेल जानकारी देने के लिए लिख रहा हूँ।

(2) Please send me the report. = कृपया मुझे रिपोर्ट भेजें।

(3) Thank you for your guidance. = आपके मार्गदर्शन के लिए धन्यवाद।

(4) The meeting is on Monday at 10 A.M. = मीटिंग सोमवार को सुबह 10 बजे है।

(5) Kindly reply soon. = कृपया जल्दी उत्तर दें।

### **Informal Messages (Friends/Family)**

- (6) Hi! How are you? = हाय! आप कैसे हो?
- (7) I am at home. = मैं घर पर हूँ।
- (8) Call me when you are free. = जब फ्री हो तो कॉल करना।
- (9) See you at 6 P.M. = 6 बजे मिलते हैं।
- (10) Good night, dear. = शुभ रात्रि, प्रिय।

### **Everyday Messages**

- (11) Happy Birthday! = जन्मदिन मुबारक!
- (12) Congrats on your success! = आपकी सफलता पर बधाई!
- (13) Thank you for your help. = आपकी मदद के लिए धन्यवाद।
- (14) Sorry, I am late. = माफ़ कीजिए, मैं देर से आया।
- (15) Please wait for me. = कृपया मेरा इंतज़ार करो।

### **Practical/Quick Notes**

- (16) I am busy right now. = मैं अभी व्यस्त हूँ।
- (17) Don't be late. = देर मत करना।
- (18) I will reach soon. = मैं जल्दी पहुँचूँगा।
- (19) Let's go for lunch. = चलो लंच पर चलते हैं।
- (20) Take care. = अपना ध्यान रखना।

### **Vocabulary List**

- (1) Dear = प्रिय/आदरणीय
- (2) Report = रिपोर्ट
- (3) Meeting = मीटिंग
- (4) Call = कॉल
- (5) Reply = उत्तर/जवाब
- (6) Congrats = बधाई
- (7) Success = सफलता
- (8) Inform = जानकारी देना
- (9) Busy = व्यस्त
- (10) Lunch = दोपहर का भोजन
- (11) Night = रात

(12) Order = ऑर्डर

(13) Soon = जल्दी

(14) Help = मदद

(15) Care = ध्यान

### **Funny Recap (Arre Yaar Style )**

Boss, email/message likhne ka funda mast easy hai:

- **Formal** → Dear Sir, Kindly send me the report.
- **Informal** → Hi bro, kahan hai? Pizza khane chale?

### **Masti scene:**

- Boss ko mail bhejna tha: “I will join the meeting at 10.”
- Tum likh आए: “See u at 10 bro!”
- Boss बोले: “Arre yaar, office hai ya adda?!”

Samajh gaye boss? Ab tum formal emails aur casual messages dono English mein easily likh लगे – bas correct situation me सही words use karo!