

Example of an email :



New Message

To: aiminursyafiqah33@gmail.com <----- email

Subject: A trip to the Melawi beach <----- Title of the email

Hi Aimi! <----- 1) Greeting
2) recipient's / receiver's name

How are you ? Last month, my family and I **went** on a trip to the **Langkawi** beach. It **was** very **windy** and **cozy** there. We **rode** horses and took a tour around the beach. They **were** very fast. I **took** a lot of photos at the **scenic** beach. We **saw starfish** at the beach. They **were starry** and interesting too ! I **liked** the birds the most ! Melawi beach **was** fun !

Fatin <----- Sender's name

Sans Serif, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, Quote, Insert

Send

Write an email based on the example given or write using your own words.



The screenshot shows an email composition window with the following elements and annotations:

- To:** _____@gmail.com (Annotation: <----- email)
- Subject:** A trip to _____ (Annotation: <----- Title of the email)
- Hi:** _____! (Annotation: 1) Greeting; 2) recipient's / receiver's name)
- Body:** How are you ? Last month, _____
- Footer:** _____ (Annotation: <----- Sender's name)
- Toolbar:** Includes icons for undo, redo, font face (Sans Serif), font size (12), bold (B), italic (I), underline (U), text color (A), background color, bulleted list, numbered list, link, unlink, quote, unquote, link icon, and unlink icon.
- Buttons:** Send, A, link icon, unlink icon, emoji icon, image icon, and a trash icon.