

Name: _____ Grade: _____ Date: _____

PARTS OF AN EMAIL MESSAGE

Instructions

- Type your name, grade level and today's date above.
- Label the parts of the email message by dragging and dropping the correct terms in the spaces provided.

Terms

Sender's email

Courtesy copy

Message header

Recipient's email

Message body

Subject line

File attachment

The screenshot shows an Outlook email composition window. The address bar at the top displays the URL: outlook.live.com/mail/0/deeplink/compose/AQMkADAwATMwMAItMzMMAZmEtM... Below the address bar is a toolbar with buttons for Send, Attach, Discard, and a menu icon. The email content area includes a 'From' field with the address 'diamondtech2020@outlook.com', a 'To' field with 'jennysuejones@gmail.com', and a 'Cc' field. The subject line is 'Trip to Orlando'. Below the subject line is a file attachment named 'Trip to Orlando.docx' with a size of 11 KB. The email body contains the text 'Hello Jenny!' followed by a paragraph: 'Our trip to Orlando was cancelled due to covid-19. As soon as the cases are under control we will come to visit.' At the bottom, there is a rich text editor toolbar with various formatting options (bold, italic, underline, etc.) and a 'Send' button. A status bar at the very bottom indicates 'Draft saved at 3:24 AM'. On the left side of the screenshot, there are two empty rectangular boxes. On the right side, there are five empty rectangular boxes. Arrows point from these boxes to specific parts of the email: the top box points to the 'From' field, the second box points to the 'To' field, the third box points to the 'Cc' field, the fourth box points to the subject line, and the fifth box points to the file attachment. Additionally, an arrow points from the first empty box on the left to the 'From' field, and another arrow points from the second empty box on the left to the email body text.

outlook.live.com/mail/0/deeplink/compose/AQMkADAwATMwMAItMzMMAZmEtM...

Send Attach Discard

From diamondtech2020@outlook.com

To jennysuejones@gmail.com

Cc

Trip to Orlando

Trip to Orlando.docx
11 KB

Hello Jenny!

Our trip to Orlando was cancelled due to covid-19. As soon as the cases are under control we will come to visit.

Send Discard Draft saved at 3:24 AM