

Theme 1

Unit 5 E-Mail

1 Label the diagram below with the different parts of an e-mail. Put the number of each item next to the correct letter.

- | | | |
|----------------|----------------|----------------|
| ① new message | ⑥ greeting | ⑪ subject line |
| ② forward | ⑦ reply | ⑫ copy to (CC) |
| ③ body of text | ⑧ recipient | ⑬ flag |
| ④ send | ⑨ signature | ⑭ date |
| ⑤ sender | ⑩ reply to all | |

