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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

2 forward

3 body of text

4 send

5 sender

6 greeting

7 reply

8 recipient

9 signature

10 reply-to-all

11 subject line

12 copy to (CC)

13 flag

14 date

The diagram shows an email client window with several icons at the top: a paper plane (new message), an envelope (forward), a speech bubble (reply), a person icon (recipient), a speech bubble with a plus sign (reply-to-all), a flag (flag), and a calendar icon (date). Below the icons is an email header table with columns for 'To', 'From', and 'Subject'. The 'To' field contains 'Yasser Ali (yasser.ali@bigmail.com)'. The 'From' field contains 'Saleem Mohammed (saleem@bba.edu.om)'. The 'Subject' field contains 'habiba.@bba.edu.om; sara@bba.edu.om'. Below the header is the email body text, which starts with a greeting, followed by the main text of the email, and ends with a signature block.

To	Yasser Ali (yasser.ali@bigmail.com)	7.1.08
From	Saleem Mohammed (saleem@bba.edu.om)	
Subject	habiba.@bba.edu.om; sara@bba.edu.om	

Dear Professor Mohammed,

Thank you for agreeing to host the regional conference on 'Education in the 21<sup>st</sup> Century' at your institution in May.

I would like to suggest that we arrange a meeting for all staff who will be involved in the organisation of the conference on Wednesday of next week at 2.30pm here at the university. Please let me know if this is suitable for you and your staff.

I look forward to seeing you then.

Yours sincerely,

Dr. Yasser Ali  
Dean  
Faculty of Education  
British University in Oman

Labels and their corresponding parts:

- a: New message icon
- b: Forward icon
- c: Reply icon
- d: Reply-to-all icon
- e: Recipient icon
- f: Flag icon
- g: To field
- h: From field
- i: Subject field
- j: Signature
- k: Body of text
- m: Subject line
- n: To field
- 10: Reply-to-all icon
- 8: Recipient icon