

Emails should have 5 parts: email address, subject, greeting, body, and closing

Directions: drag the words below to complete the email.

morning	work	Mr. Axel	have
Wednesday	swap	jaxel@wahoo.com	afternoon

To:
From: jpeters@email.com
Subject: Swap Shifts
Dear _____ , My coworker Noah and I are going to _____ shifts on _____. I _____ to go to DMV so I can't _____ in the morning. I will work Noah's _____ shift and he will work my _____ shift. I hope it's ok with you. Sincerely, Jenny Peters

Send	<u>A</u>		+
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	Wednesday, April 30
Morning Shift 8:00 AM to 12:00 PM	Jenny Peters
Afternoon Shift 12:00 PM to 4:00 PM	Noah Nunez
Evening Shift 4:00 to 8:00 PM	Kim Lee