

Parts of a Basic E-mail

Identify and label each part of the e-mail by dragging and matching the words in the box to the arrows below.

Email Body	Signature	Recipient's e-mail	
Sender's e-mail	Closing	Greeting	Subject Line

<input type="text"/>	→	From	jsmith@schoolmail.com
<input type="text"/>	→	To...	teacherlucy@schoolmail.com
		Cc	<input type="text"/>
		Bcc	<input type="text"/>
<input type="text"/>	→	Subject:	Homework
<input type="text"/>	→	Good Morning Teacher Lucy,	
<input type="text"/>	→	I have a question about the homework worksheet. Am I supposed to complete my worksheet according to the answers on the paperwork that you've asked me to exchange with my classmate?	
		Please let me know.	
<input type="text"/>	→	Thank you	
<input type="text"/>	→	J.Smith	