

## Parts of an Email

Instructions: Drag the words below to the correct box at the side of the email to show the different parts of an email.

Closing

Opening

Subject

Body

The image shows an email composition window with the following fields and content:

- To:** (empty field)
- Cc:** (empty field)
- Subject:** Confirm Job Interview
- Body:**

Hello Mr. Smith,

Thank you for your email inviting me for a job interview with Walter Mart. I am available to meet with you on Friday, June 2<sup>nd</sup> at 10:00pm. I will bring my resume and a list of references with me. I would really enjoy working as a cashier at your store. I look forward to meeting you on Friday.

Sincerely,

Martha Jones  
519-979-1234

Four empty boxes on the left are connected to the email fields by arrows:

- Box 1 points to the **To:** field.
- Box 2 points to the **Cc:** field.
- Box 3 points to the **Subject:** field.
- Box 4 points to the **Body** of the email.

### Questions about the Email:

1. Who is the email from?
2. Who is the email to?
3. What is the subject of the email?
4. When is the interview?
5. Martha is happy about the interview.