

Parts of an Email and Summer Activities

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

Send Attach Save Draft Spelling Cancel

To: Show BCC

Cc:

Subject: Summer Vacation Plans Plain Text

Hello Jane,

I wanted to tell you that I am going camping in Muskoka for 1 week with my family. We rented a camper and are very excited to be going on vacation. The camper has a bathroom with a shower, a small kitchen and 2 sleeping areas.

We are leaving on July 10th and will be back home on July 17th. If you need to reach me while I am away, you can call my cellphone: 519-979-1234

I have a favour to ask. Could you please water my vegetable garden in the backyard while we are away?

Thanks,

Martha

Questions about the Email:

1. Who is the email from? Jane Martha Muskoka
2. Who is the email to? Jane Martha Muskoka
3. What is the subject of the email? Jane camper Summer Vacation Plans
4. Where is Martha going? July 10th Muskoka 1 week
5. When is Martha leaving? July 10th Muskoka 1 week
6. Martha is happy about going away. True False
7. What favor does Martha ask Jane to do?