



Writing Exercise

Write an e-mail of application for one of the job adverts on page 139.

The image shows a screenshot of an email composition window. At the top, there are three buttons: "Send", "Save Now", and "Discard". Below these are fields for "To:", "Subject:", and "Add Cc | Add Bcc". There is also a link "Attach a file" and a dropdown menu "Insert: Invitation". A rich text toolbar is visible with various icons for bold, italic, underline, font color, background color, bulleted list, numbered list, link, unlink, indent, outdent, quote, unquote, and a "Check Spelling" button. The main body of the email is a large, empty text area. At the bottom, there are three buttons: "Send", "Save Now", and "Discard".