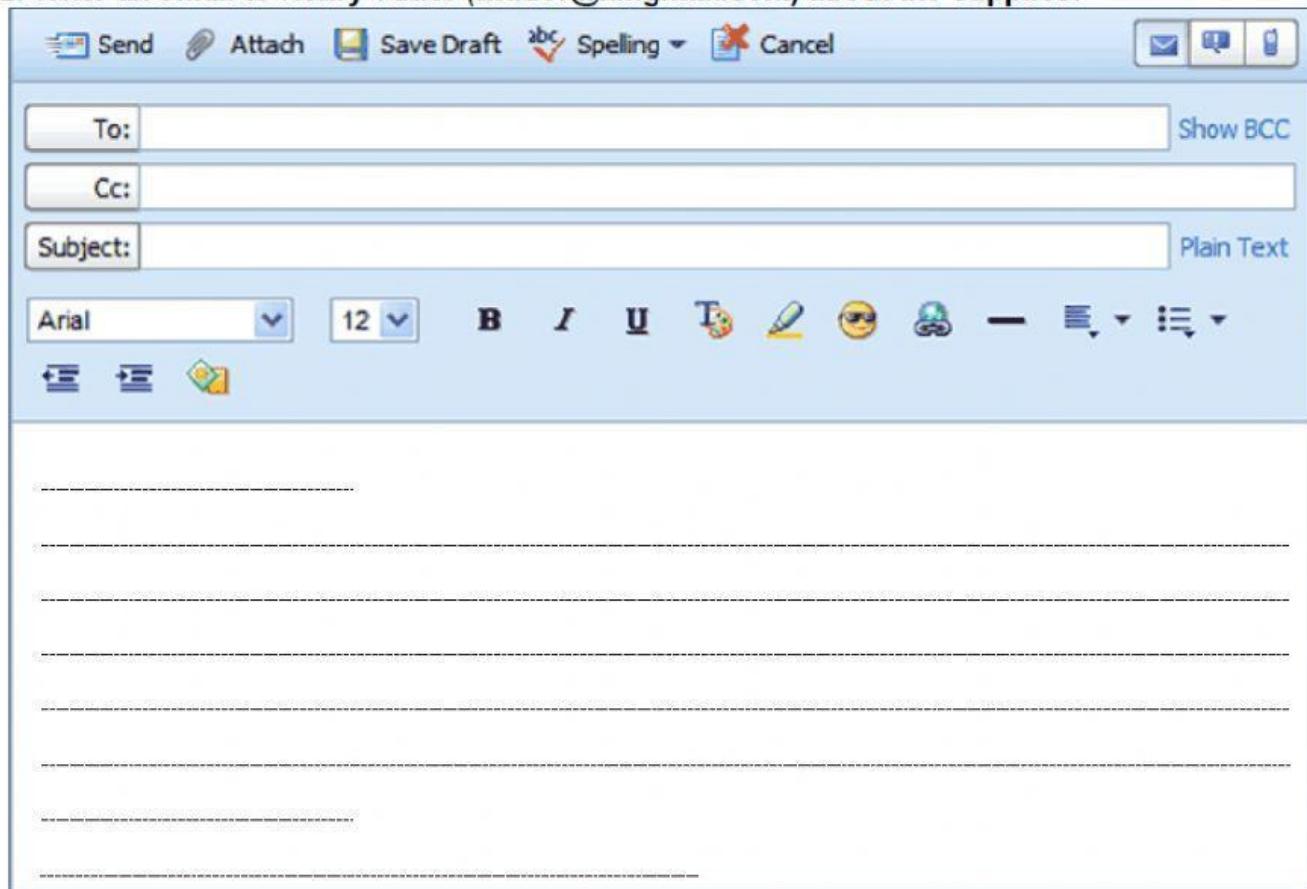


Communicating at Work: Emails

1. Take inventory. Complete the chart.

<u>October Supplies Inventory</u>			
Item	In stock	Required	Need to Order
message pads	1 pack of 50	4 packs of 50	
toner	2 cartridges	3 cartridges	
printer ink	4 cartridges	4 cartridges	
manila envelopes	2 boxes of 100	2 boxes of 100	
paper clips	2 boxes of 100	4 boxes of 100	
batteries	2 packs of 12 AAA	2 packs of 12 AAA	

2. Write an email to Henry Tudor (htudor@kingmail.com) about the supplies.



The image shows a simulated email interface for composing a message. The top bar includes standard buttons for 'Send', 'Attach', 'Save Draft', 'Spelling', and 'Cancel', along with icons for reply, forward, and trash. The main area contains fields for 'To:' (with a 'Show BCC' link), 'Cc:', and 'Subject:' (set to 'Plain Text'). Below these are font and style tools: a font dropdown (Arial), a size dropdown (12), and buttons for bold (B), italic (I), underline (U), and various icons for tables, lists, and images. The large central area is a text editor with horizontal dashed lines for text input.