

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

Greeting

Subject

Message

The image shows a screenshot of an email client window. The window title bar includes 'Send', 'Attach', 'Save Draft', 'Spelling', and 'Cancel'. The email fields are: 'To:' (empty), 'Cc:' (empty), and 'Subject: Confirm Job Interview'. The message body contains: '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 2nd 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.', and 'Sincerely, Martha Jones 519-979-1234'. On the left side, there are four empty rounded rectangular boxes with arrows pointing to the 'Subject' field, the first line of the message body, the main body text, and the closing text, respectively.

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.