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

Send   Attach   Save Draft   Spelling ▾   Cancel

To: Show BCC

Cc:

Subject: Confirm Job Interview   Plain Text

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.

Sincerely,

Martha Jones
519-979-1234

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.

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