

Parts of a Basic E-mail

Identify and label each part of the e-mail by dragging and matching the words in the box to the arrows below.

Email Body

Signature

Recipient's e-mail

Sender's e-mail

Closing

Greeting

Subject Line

	→	From▼	jsmith@schoolmail.com
	→	To...	teacherlucy@schoolmail.com
		Cc	
		Bcc	
	→	Subject:	Homework
	→	Good Morning Teacher Lucy,	
	→	I have a question about the homework worksheet. Am I supposed to complete my worksheet according to the answers on the paperwork that you've asked me to exchange with my classmate?	
		Please let me know.	
	→	Thank you	
	→	J.Smith	