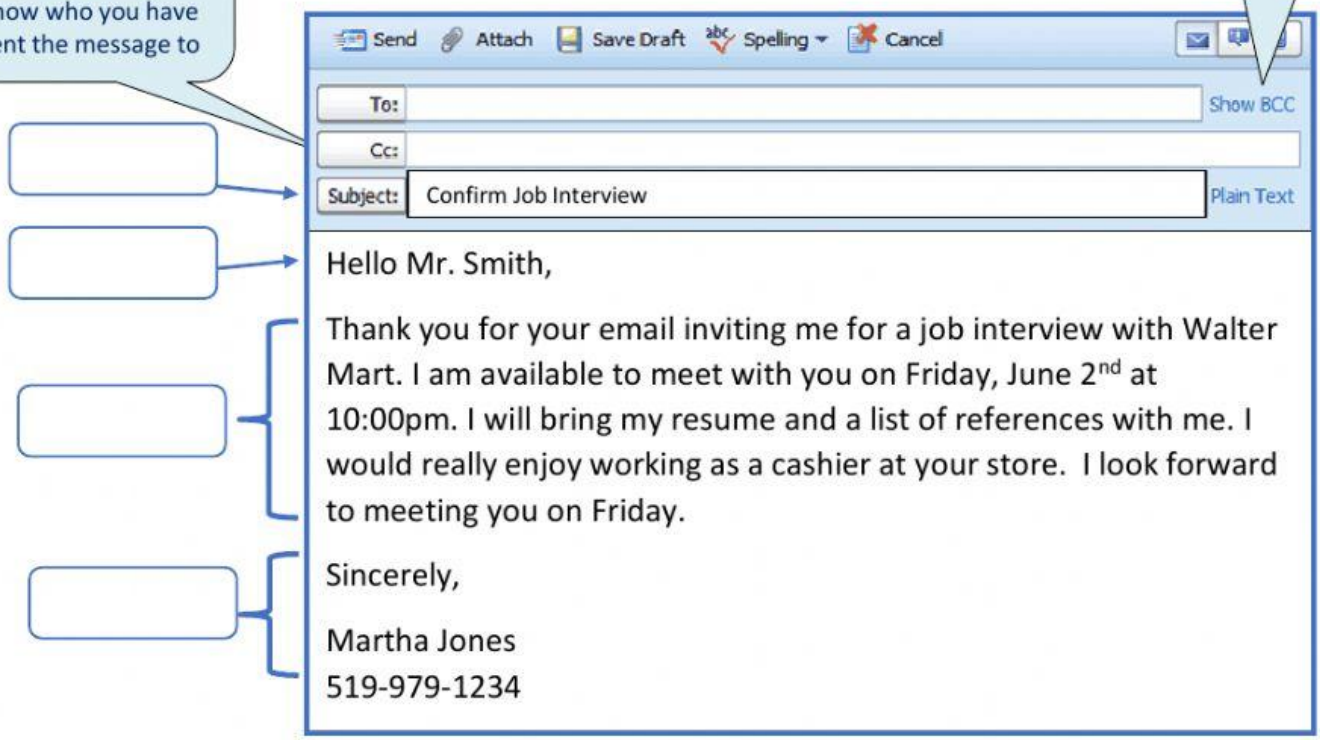
Parts of an Email

Instructions: Drag the words below to the correct box at the side of the email to show the different parts of an email.

Closing | Subject | Opening | Body

Cc= Carbon Copy, which means the recipients would know who you have sent the message to

BCC= Blind Carbon Copy, which means the recipients would not know who you have sent the message to.



A recipient is the name of the person receiving the message.(**To**)

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. _____
6. In Email Id -Marth_Jones@gmail.com

   Username is _____ and Domain name is _____

LIVEWORKSHEETS