

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

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

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

The image shows a Windows-style email client window. At the top, there are buttons for 'Send', 'Attach', 'Save Draft', 'Spelling', and 'Cancel'. Below these are three input fields: 'To:' (empty), 'Cc:' (empty), and 'Subject:' containing the text 'Confirm Job Interview'. To the right of the subject field is a 'Plain Text' link. The main body of the email contains the following 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

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