

Theme 1

Unit 5 E-Mail

1 Label the diagram below with the different parts of an e-mail. Put the number of each item next to the correct letter.

- | | | |
|----------------|----------------|----------------|
| ① new message | ⑥ greeting | ⑪ subject line |
| ② forward | ⑦ reply | ⑫ copy to (CC) |
| ③ body of text | ⑧ recipient | ⑬ flag |
| ④ send | ⑨ signature | ⑭ date |
| ⑤ sender | ⑩ reply to all | |

The diagram shows an email interface with the following parts labeled:

- a**: New message icon
- b**: Forward icon
- c**: Reply icon
- d**: Reply to all icon
- e**: Send icon
- f**: Flag icon
- g**: Sender: Yasser Ali (yasser.ali@bigmail.com)
- h**: Recipient: Saleem Mohammed (saleem@bba.edu.om)
- i**: Recipient: habiba.@bba.edu.om; sara@bba.edu.om
- m**: Subject: conference in May
- l**: Greeting: Dear Professor Mohammed,
- k**: Body of text: Thank you for agreeing to host the regional conference on 'Education in the 21st Century' at your institution in May. I would like to suggest that we arrange a meeting for all staff who will be involved in the organisation of the conference on Wednesday of next week at 2.30pm here at the university. Please let me know if this is suitable for you and your staff. I look forward to seeing you then.
- j**: Signature: Yours sincerely, Dr. Yasser Ali, Dean, Faculty of Education, British University in Oman

Additional labels on the right side of the diagram:

- 10**: Date: 7.1.08
- 8**: Copy to (CC) field