

WRITING AN EMAIL.

Imagine you are inviting someone on your adventure holiday.

Make notes.

Who are you inviting to?

Where are you going to go on holiday?

How are you going to travel?

Where are you going to sleep?

Which activities are you going to do?

What are you going to eat?

Now, write your email



The image shows a screenshot of a 'New Message' email composition window. The window has a title bar with 'New Message' and standard window controls. Below the title bar, there are fields for 'To' (with a dropdown arrow), 'Cc', and 'Bcc'. Below these is a 'Subject' field. The main body of the email is a large, empty text area. At the bottom, there is a rich text editor toolbar with various icons for undo, redo, font face (Sans Serif), font size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, quote, insert link, and insert image. Below the toolbar is a 'Send' button and a row of icons for text color, link, image, video, audio, and a more options menu.