

To
simons@hotmail.com
Cc
bruce.carpenter@newcastle.edu.au
Subject
Info from the conference

MESSAGE

Hi Simon,

Please find attached photos from the conference.

Also I received a copy of the agenda for the next conference from Bruce, so I've forwarded it to you. I have cc'd Molly on this email as she didn't attend the conference.

If you have any questions, please feel free to contact me.

I look forward to hearing from you.

Regards,

Kraiwan

UNIT 9

CHECK YOUR E-MAIL!

Activity 9.13 From the email message in Activity 9.12, answer the questions. Write short answers.

- 1 Who wrote this email? _____
- 2 Whom is this email intended for? _____
- 3 Who was kept in the loop? _____
- 4 What was e-mailed to Simon as an attachment? _____
- 5 What is the verb used when you get an email and you decide you want to resend the email to someone else? _____

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