

To
simons@hotmail.com

Cc
bruce.carpenter@newcastle.edu.au

Subject
Info from the conference

MESSAGE

Hi Simon,

Please find photos from the conference.

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

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

I look forward to 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?

โดยทั่วไปภาษาเขียน
ในอีเมลจะมีความเป็น