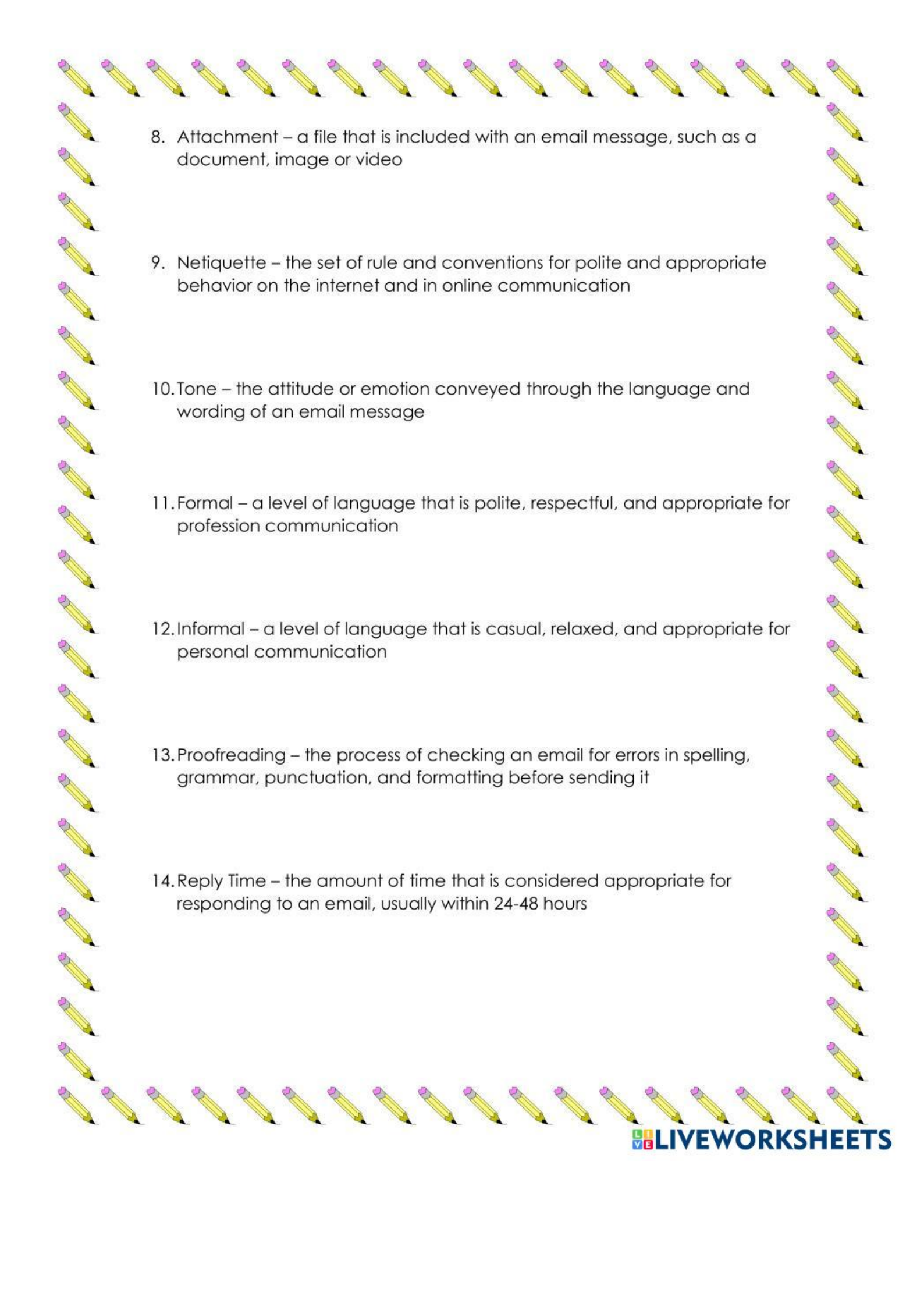




## EMAIL VOCABULARY

1. Subject line – the brief summary that tells the recipient what the email is about.
2. Salutation – the greeting used to address the recipient of an email, such as “Dear” or “Hello”
3. Body – the main text of an email where the message is conveyed
4. Signature – The section at the end of an email that usually includes the sender's name, title, and contact information
5. Reply All – A function in email that sends a response to everyone included in the original email thread
6. CC – stands for “carbon copy,” and is used to send a copy of the email to someone else without making them the primary recipient
7. BCC – stands for “blind carbon copy” and is used to send a copy of the email to someone else without the other recipients knowing



8. Attachment – a file that is included with an email message, such as a document, image or video

9. Netiquette – the set of rule and conventions for polite and appropriate behavior on the internet and in online communication

10. Tone – the attitude or emotion conveyed through the language and wording of an email message

11. Formal – a level of language that is polite, respectful, and appropriate for profession communication

12. Informal – a level of language that is casual, relaxed, and appropriate for personal communication

13. Proofreading – the process of checking an email for errors in spelling, grammar, punctuation, and formatting before sending it

14. Reply Time – the amount of time that is considered appropriate for responding to an email, usually within 24-48 hours