

Name: _____ Date: _____

Parts of an Email

Look at the email below. Read through it with your group and look up any words you don't know. Label the parts with the words from the word bank.

action	subject	sender	sign off
problem	recipient	request	greeting



From: humafaridi@gmail.com →
To: BlancaGarcia@yycenglish.ca →
Subject: Request for Support about a Classroom Comment →

Hi Teacher, →

I would like to bring to your attention a situation that happened during class yesterday. While working in small groups, Abdullah said that women are usually better at organizing, →
so Kemi should take notes for the group. The comment seemed to make Kemi uncomfortable, and she agreed without saying much.

I told Abdullah that I think everyone can choose their roles based on their strengths. I tried →
to address the situation respectfully and avoid conflict. After the activity, I checked in with Kemi and she said she felt a bit embarrassed but appreciated the support.

I believe it is important that all students feel respected and don't feel like they are being stereotyped. I would appreciate if you reminded students about inclusive and respectful →
communication. Thank you for your attention to this matter.

Sincerely, →
Huma