

PARTS OF A BUSINESS E-MAIL

Can you identify the parts of the e-mail? Drag and Drop:

The interface mimics a web-based email client. At the top, there's a header with an envelope icon, 'To: CGraphicHunter@gmail.com', 'From: helenwright789@gmail.com', and 'Subject: Graphic Designer Vacancy'. Below the header is a large text area containing the following text:

Dear Mrs Hunter,

I am writing in response to the advertisement for a Graphic Designer posted on Totaljobs two days ago.

I am interested in applying for the position, but I would like some further information. Are you willing to accept applications from beginner creative freelancers? Does the work involve travelling abroad?

Looking forward to hearing from you.

Yours sincerely,

Helen Wright

At the bottom of the text area are several icons: a 'SEND' button, a bold 'A' button, a link icon, a smiley face icon, and a picture icon. To the right of these icons is a trash can icon.

1. 1. The reason the sender is writing the e-mail (main paragraph of the message).
2. 2. Sender's name (signature).
3. 3. Salutation line.
4. 4. Closing.
5. 5. Subject line.
6. 6. Sender's electronic address.
7. 7. Recipient's electronic address.
8. 8. Introduction (first paragraph of the message).
9. 9. Conclusion (last paragraph of the message).