PARTS OF A BUSINESS E-MAIL

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



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).

LIVEWORKSHEETS