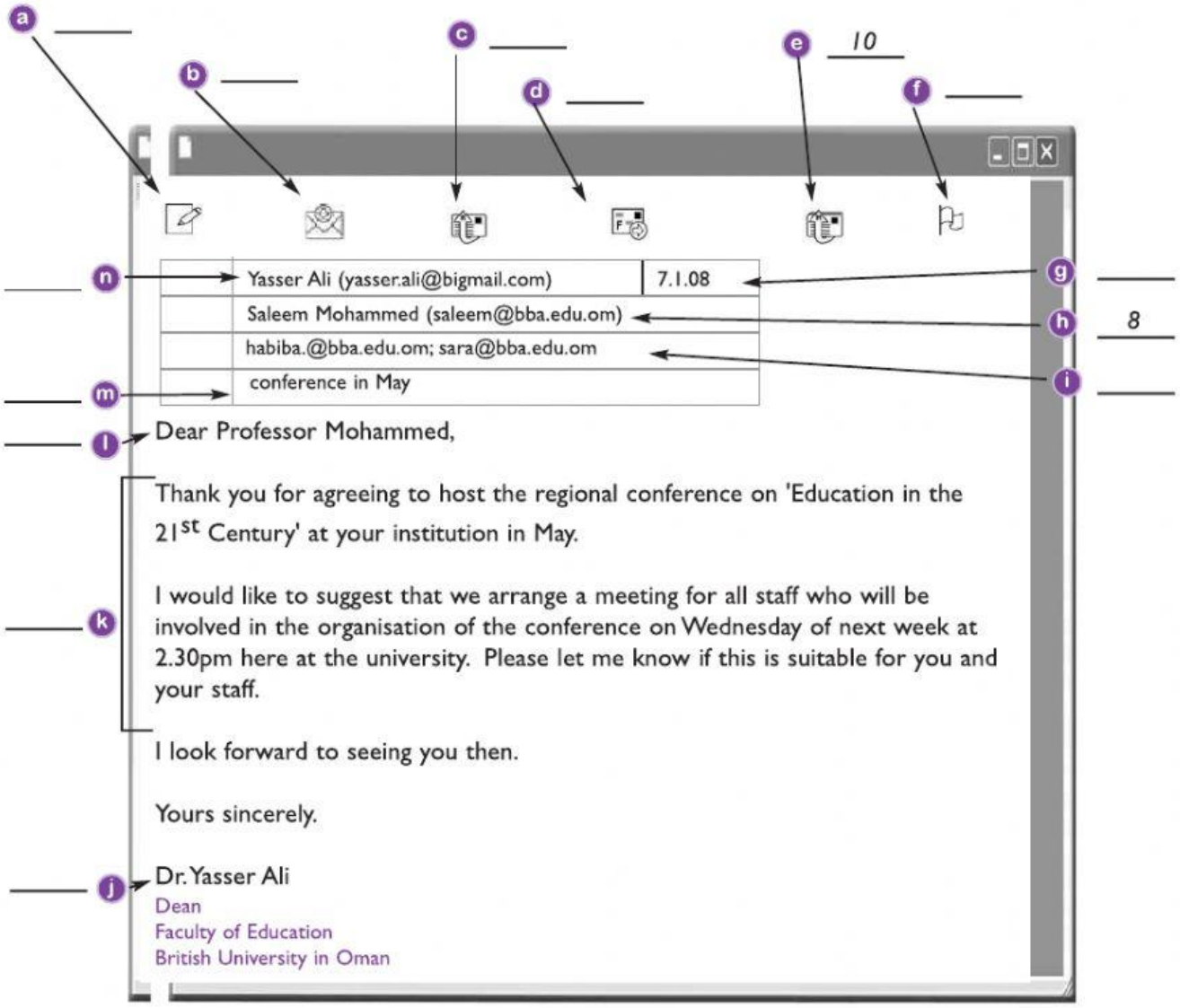
Unit 5 E-Mail

1 **Label the diagram below with the different parts of an e-mail. Put the number of each item next to the correct letter.**

① new message	⑥ greeting	⑪ subject line
② forward	⑦ reply	⑫ copy to (CC)
③ body of text	⑧ ~~recipient~~	⑬ flag
④ send	⑨ signature	⑭ date
⑤ sender	⑩ ~~reply to all~~