

Parts of an Email from a Friend

Instructions: Drag the words below to the correct box at the side of the email to show the different parts of an email.

Closing

Opening

Subject

Body

To: Show BCC

Cc:

Subject: Holiday Party Plain Text

Hi Lina,

I am excited to let you know I am having a holiday party. It will be at my house 222 Houston Street starting at 6pm on November 25th. I will provide food and drinks but I am asking everyone to bring a small treat for the dessert table.

I am also asking everyone to bring a can food donation for the food bank.

Please let me know if you can come by calling me before November 20th.

See you soon,

Lotti

Questions about the Email:

1. Who is the email from? Lotti Lina Holiday Party
2. Who is the email to? Lotti Lina Holiday Party
3. What is the subject of the email? Lotti Lina Holiday Party
4. What type of email is this? Apology Invitation Sympathy
5. When is the party? 222 Houston Street November 20th November 25th
6. Where is the party? 222 Houston Street November 20th November 25th
7. Lina do not have to bring anything to the party. True False
8. Does Lina need to RSVP? Yes No