



# Parts of an Email

**DIRECTIONS:** Then write the letter of what belongs in each space. Put each letter where you would expect to find that part of the email.

- |   |                  |   |                           |
|---|------------------|---|---------------------------|
| A | greeting         | B | closing                   |
| C | subject of email | D | recipient's email address |
| E | body of email    | F | sender's signature        |

A screenshot of an email composition window. At the top, there is a dark header bar with the text "New Message" on the left and three small icons (a minus sign, a square with an arrow, and an X) on the right. Below the header, there are three input fields: "To" on the left, "Cc Bcc" on the right, and "Subject" below them. The main body of the email is a large, empty white area. At the bottom, there is a rich text editor toolbar with various icons for undo, redo, font face (Sans Serif), font size, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and a trash icon. Below the toolbar is a blue "Send" button and a row of icons for text color, attachments, links, emojis, images, and a trash icon.