Name ———————————— **Email Etiquette**

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

New Message — ↗ ✕

To   Cc Bcc

Subject

↶ ↷ Sans Serif ▾ ⊤T ▾ **B** *I* U A ▾ ≡ ▾ ≔ ≔ ⇤ ⇥ ▾

Send ▾ A 📎 🔗 ☺ △ 🖼 🕭 🖋 ⋮ 🗑