Name _____ Date _____

ICT · Email

Email Parts

Match.

Write the letter.

☐	1. To	a)	what it is about
☐	2. Subject	b)	who gets it
☐	3. Message	c)	button to post it
☐	4. Send	d)	what you write

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Name _____ Date _____

ICT · Email

Kind Emails

Circle the kind email.

1.

Thank you for the gift!

Your gift is bad.

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Name _____ Date _____

ICT · Email

Write an Email

Write a short email to a relative.

To: _____

Subject: _____

Message: _____

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ANSWER KEY

Name _____ Date _____

ICT · Email

Email Parts

Match.

Write the letter.

b	1. To	a) what it is about
a	2. Subject	b) who gets it
d	3. Message	c) button to post it
c	4. Send	d) what you write

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_____

Answers will vary.