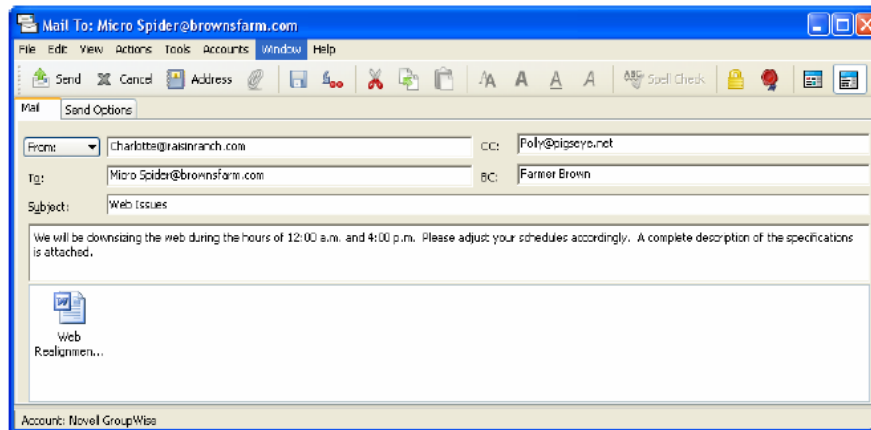


Student Name: _____ Period: _____ Date: _____

BASIC PARTS OF AN EMAIL

Directions: Take notes as your teacher explains the parts of an email.



A. Header Section

B. Body

C. Signature

D. Attachment