

Student Name: _____ Period: _____ Date: _____

BASIC PARTS OF AN EMAIL

Components of an e-mail

1. The **header** section of an email contains the following:
 - a. The web address and sometimes the name of **addressee** (keyed in the TO: section)
 - b. The web address of **author** (keyed in the FROM: section)
 - c. **Date** – the date the message is created
 - d. **Subject** – the topic of the message
 - i. Use the subject line to inform the receiver of EXACTLY what the email is about
 - ii. Appropriate use of the subject line increases the chances your email will be read and not discarded into the SPAM can
 - e. **cc** (carbon copy) notation for additional recipient names and web addresses
 - f. **bc** (blind copy or complimentary copy) notation for recipient(s) that are hidden from view.
2. **Body** – the message of the memo.
 - a. Usually contains a request for action.
 - b. Sentences should be kept short and to the point
 - c. Intermix short and longer sentences.
 - d. Avoid with very long sentences when possible.
 - e. Include a desired action and a deadline for completion when appropriate
3. **Signature** – the name and contact information of the sender.
 - a. Email service providers provide a user interface for the creation of an electronic signature that automatically attaches to the end of every message.
 - b. Make sure to include contact information, including your name, title, phone and fax numbers, as well as snail-mail address in the signature portion of the email.
 - c. If you have additional email addresses, you may want to include these as well
4. **Attachment** – files that are sent along with the email.

