

Students, TO USE THIS DOCUMENT, you MUST make a copy for yourself:

- **Google users must be logged into their Google email account, go to File>Make a Copy, and save it to YOUR Drive or download it as a Microsoft Word document.**

Basics 1.Q6 Composing an email

In the template below, which looks like most emails, complete the following sections.

To: Fill in your teacher's email address or name in this field

NOTE: Cc means carbon copy and Bcc means **blind carbon copy**. For emailing, you use Cc when you want to copy others publicly, and Bcc when you want to do it privately. Any recipients on the Bcc line of an email are not visible to others on the email. You might use Cc for your teacher in an email about your assignments to a classmate you are working with on a project.

Subject: Write a concise subject tag based on the body of your email.

Message Pane: Write in complete sentences using the information you learned about the benefits of email and etiquette. Explain why you would like to have (or continue to have) an email account, listing some advantages of why you would use an email account.

New Message

To:

Cc Bcc

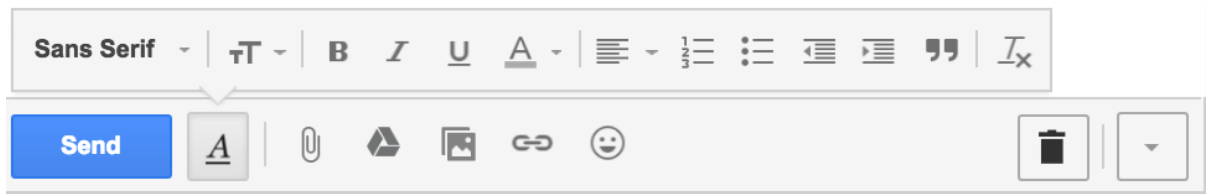
Subject:

(Message Pane)

(Ending and Signature)

Frequently, you will find typical text editing toolbars to use, like the one shown below.

Next to the important SEND button is where you can attach a file or image, and the trash to delete the email if you do not want send it.



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