

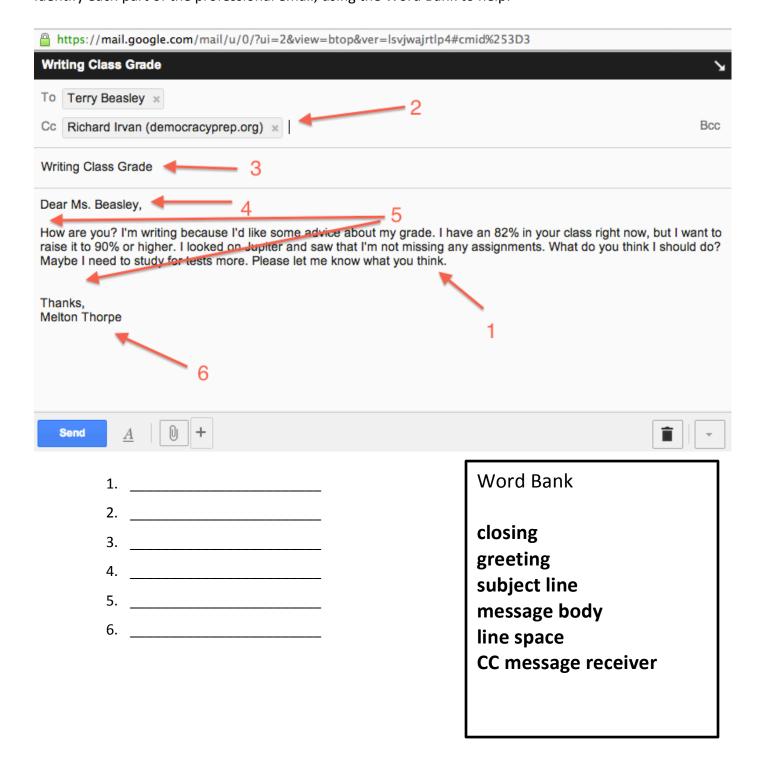
CLASS/HOMEROOM

Introduction to Professional Email

DEMOCRAC

Part 1 - Labeling

Identify each part of the professional email, using the Word Bank to help.



Part 2 – Comprehension Questions

se the sample email on the front to help you answ	er the question	15.			
True or false – you need to indent when writing	g emails				
True or false – a closing should be typed on two	different lines.	·	-		
True or false – you don't need a comma after a	person's name	in the greeti	ng		
True or false – a subject line should tell what th	e email is abou	t	-		
What will people think about you if you write e	mails that aren	't profession	al? Why?		
					
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