Writing Emails

The quickest and easiest way to communicate with someone is to write an email.

Emails can be formal or informal pieces of writing.





Writing Emails

The word email is a short way to say electronic mail.

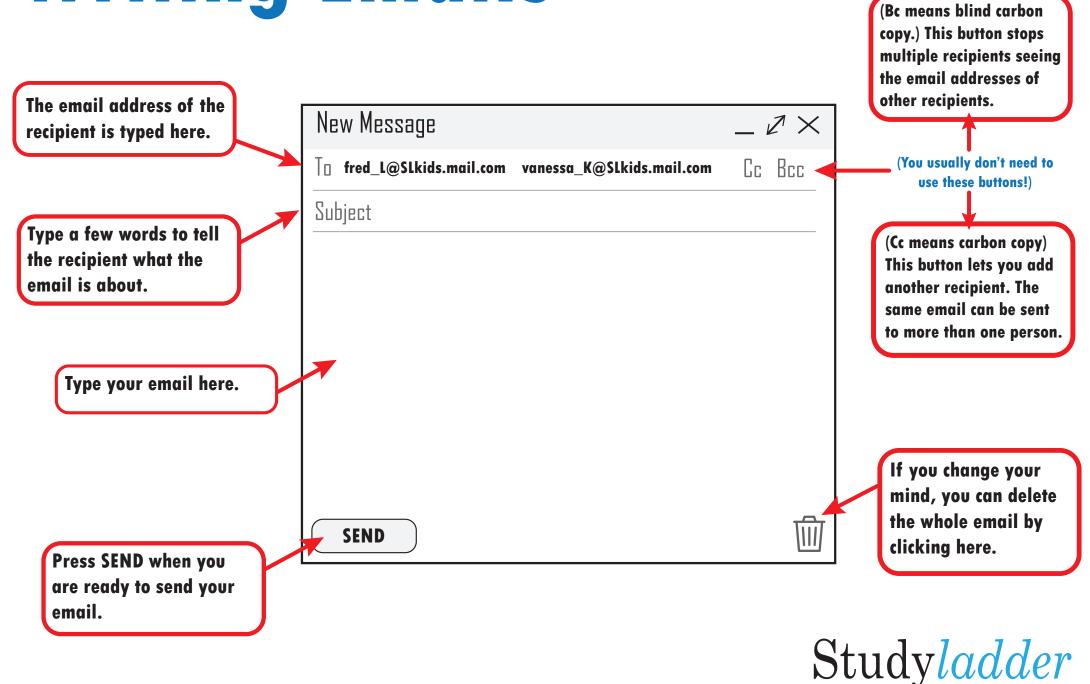
It is a letter that is sent electronically, rather than on paper sent through the mail.







Writing Emails





email address: the mailbox your email is sent to. sender: the person who sends the email. recipient: the person who receives the email.

inbox: mailbox containing emails you have received.

Study*ladder*