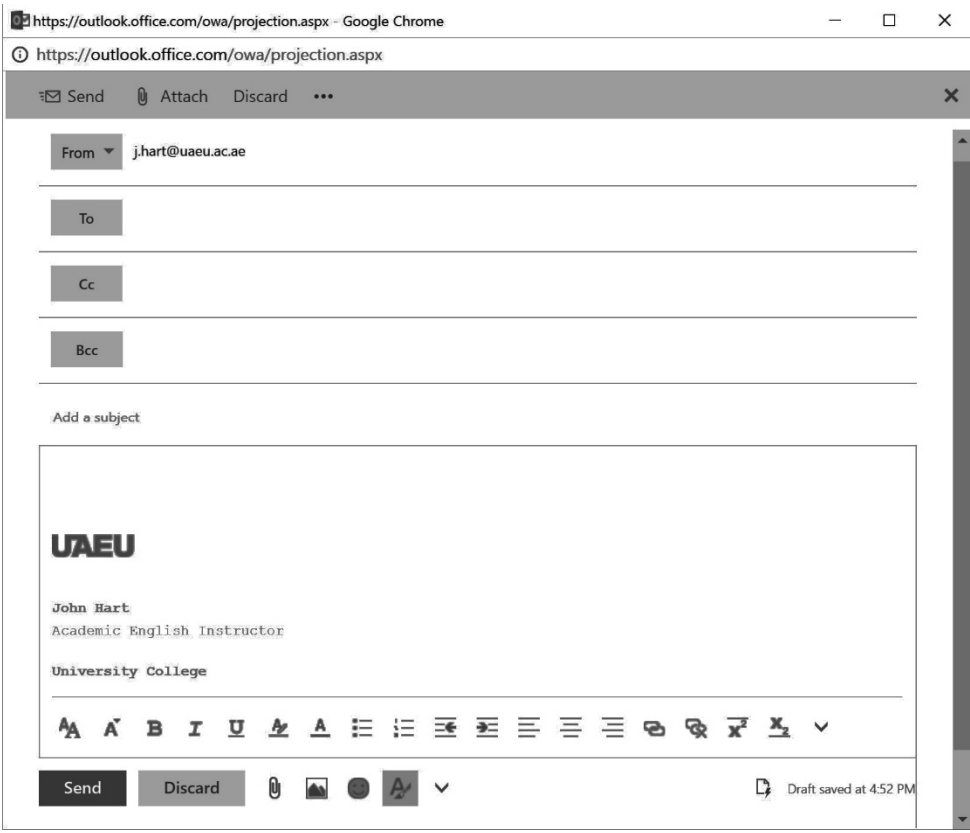


Professional Emails (01)

TASK ONE:

Carbon Copy -->
Blind Carbon Copy -->
Subject line -->

Body -->



1. What does “Attach” mean?
2. What does “Discard” mean?
3. What does Cc mean? Why do we use it?
4. What does Bcc mean? Why do we use it?
5. What is the subject line? What are some important rules for a ‘good’ subject line?
.....
6. What is in the body of the email? Why do we have this? What should it include/not include?
.....

Email two: an explanation

Subject
.....
[Signature]

Email three: some instructions

Subject
.....
[Signature]