



Composing an email

Imagine you've been attending an ICT/literacy group on a Wednesday evening for three years. Only five of the original ten students still attend and you'd like to organise a reunion of the whole group. When the group first started everyone swapped email addresses and you still have the list. You've decided to try and contact the other five people by email.

The email will be quite **short** and **informal** but a little planning will make the task easier.

- Start by writing down your ideas, as below.
- You can arrange them in logical order later.



Now you can either write your message out in full on paper first **or** log on to your email, create a new message and start writing:

- **Don't** be in a hurry to click Send.
- Check your spelling and punctuation - use the **Spell Check**.
- Make sure the address in the **To box** is correct.
- Write something in the **Subject** box.
- Put a tick in the **Copy Message to Sent Folder** box.
- Now you're ready to click **Send**.



Composing an email

Use this email template to practise writing an email to get back in touch with someone you haven't seen for a while:

From: _____

To: _____

Cc: _____

Bcc: _____

Subject: _____

Attachments: none