



Composing an email - answers

Here is an **example email** Sara has written to Hannah about a college reunion. Note that she still needs to type in Hannah's email address:

The screenshot shows an email composition window with the following fields:

- From:** a.student@skillswisecollege.co.uk
- To:** (empty)
- Cc:** (empty)
- Bcc:** (empty)
- Subject:** Reunion
- Attachments:** none

The main body of the email contains the following text:

Hi Hannah,

How are you? It seems a long time since I last saw you. I hope you are keeping well. I'm fine and still going to the ICT group on Wednesdays.

In fact, that's the reason for this email. Last week a few of us were discussing old times and we decided to organise a get together of past and present group members and tutors! It would be great if you could join us.

We are going to meet in the Devonshire Arms, opposite the college at 7pm on December 15th.

I do hope you will be able to come. It'll be great fun to get together again.

Please let me know if you can make it.

Regards

Sara