21things4students.net: Basics Q7 email practice

Remember to COPY this document to your own drive space to be able to use it.

Sample directions:

**To field:** Fill in your parent/guardian’s email address or name in this field

*NOTE:* Cc means carbon copy and Bcc means **blind carbon copy**. For emailing, you use Cc when you want to copy others publicly, and Bcc when you want to do it privately. Any recipients on the Bcc line of an email are not visible to others on the email. You might use Cc for your teacher on an email about your assignments to a classmate you are working with on a project.

**Write a subject:** Why I want to have an email account

**In the message area** write in complete sentences using information you learned about the benefits of email and etiquette. Explain why you would like to have (or continue to have) an email account, listing some advantages of why you would like (or to keep) an email account and what you would (or do) use it for.



To: 

Subject:

(Message area)

(below is an image, not a working editing menu)

