PRACTICAL 2- WRITING AND E-MAIL

Some basics step for writing e-mail:-

Step 1. Keep the subject line simple.

Step 2. Open with a proper greetings.

Step 3. Give the purpose of your e-mail.

Step 4. Writing the body text.

Step 5. Wrapping up your email.

Step 6. Signing off.

Step 7. Double check everything.

were you send

For subject

Click on send

Write your message