

English Assignment Describing a process.

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SJT 403

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English Assessment.







Describe the process of sending an email through your system.

The process of sending an email starts from opening a web browser in the system, wherein the domain address of that email server is typed in for loading on the screen.

After the server is loaded, depending on the email service provider, the button of 'create an email' or 'send a mail' has to be clicked.

Doing so, a drop-down box opens up, which has a tab-like feature consisting of several features options for detailing the email we're planning to send in.

This sub-window looks very similar to something like this: -

To:
Title:
Cc:
Bcc:
Body:
<div>       </div> <div>Send</div>

The addresses of the prime email receiver are generally written on the top-most box "To" of the email Tab.


cc and bcc are two of the least widely used options now-a-days. They refer to carbon copy and blind carbon copy respectively.


The addresses of other not-so-important receivers are generally included in cc. The recipients, whose addresses are added in the bcc toolbox, do not get to know about other receivers of the same email.


In the title box, the title of the email is typed in which describes the whole point of sending a particular email.


Finally comes the body. In it, several small tools are available for designing the email and make it more pleasant to the eye. The important points are also highlighted.


These small tools include:

•  : for changing between the font size of the text.


•  : makes the text into italics.

•  : underlines a given portion

•  : for attaching an important document which is a direct follow up of the email.

•  : for embedding an image in the email itself.

•  : for making the text bold.

After implementing all these things and having done a thorough proof read at least once, the  button has to be clicked so that the server can send the email to all the recipients it was meant to.