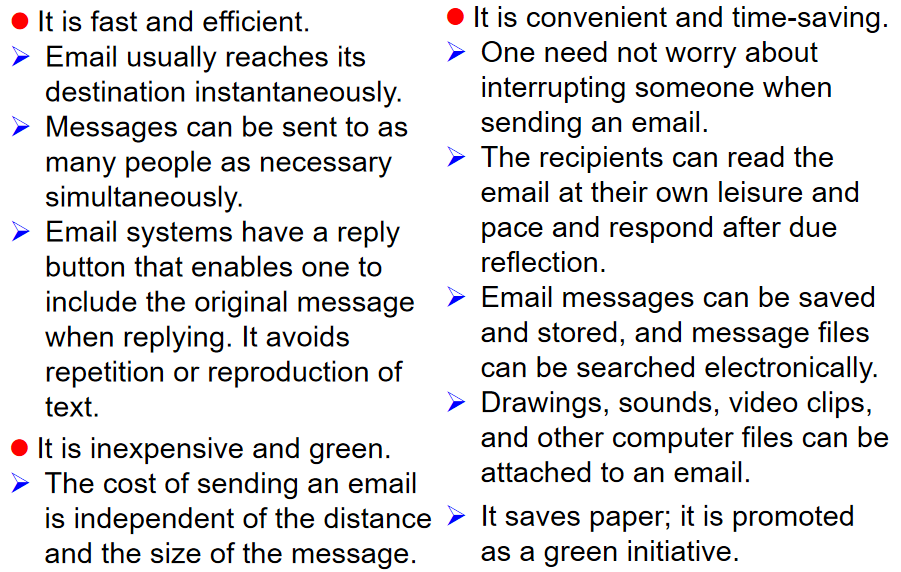
**Drafting Emails for Work**

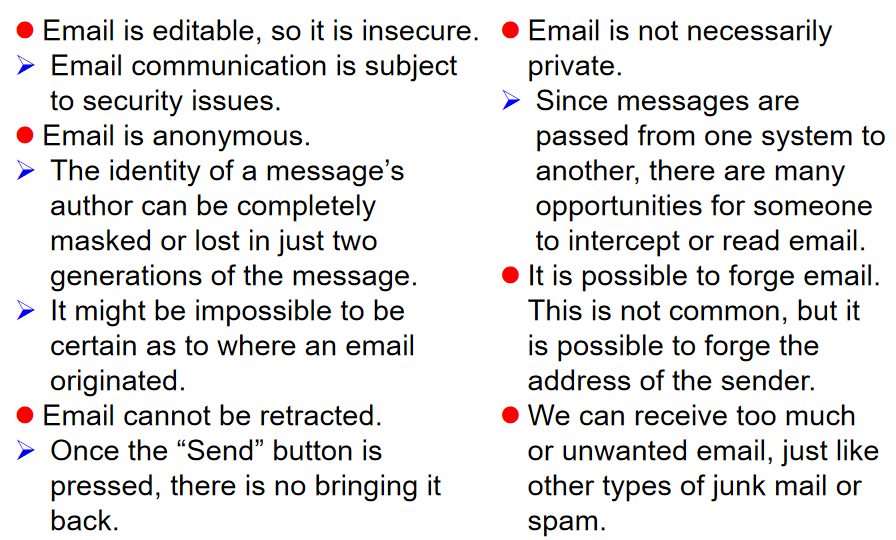
**Definition of email:**

* Email, sometimes written as e-mail, is simply the shortened form of “electronic mail,” **a system for receiving, sending, and storing electronic messages.**
* It has gained nearly universal popularity around the world with the spread of the Internet.
* In many cases, email has become the preferred method for both personal and **business communication.**

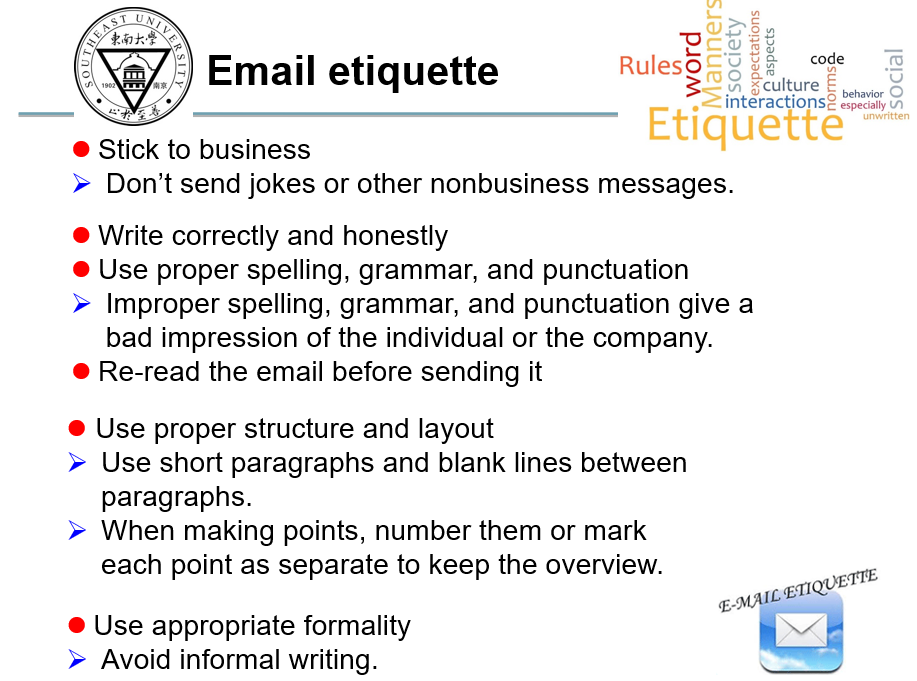
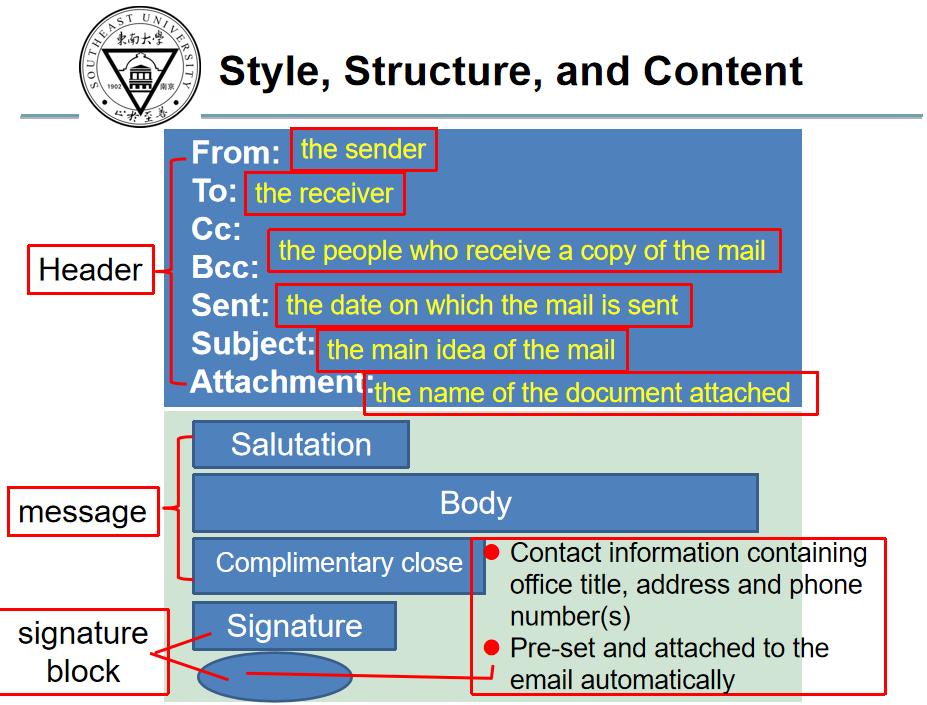
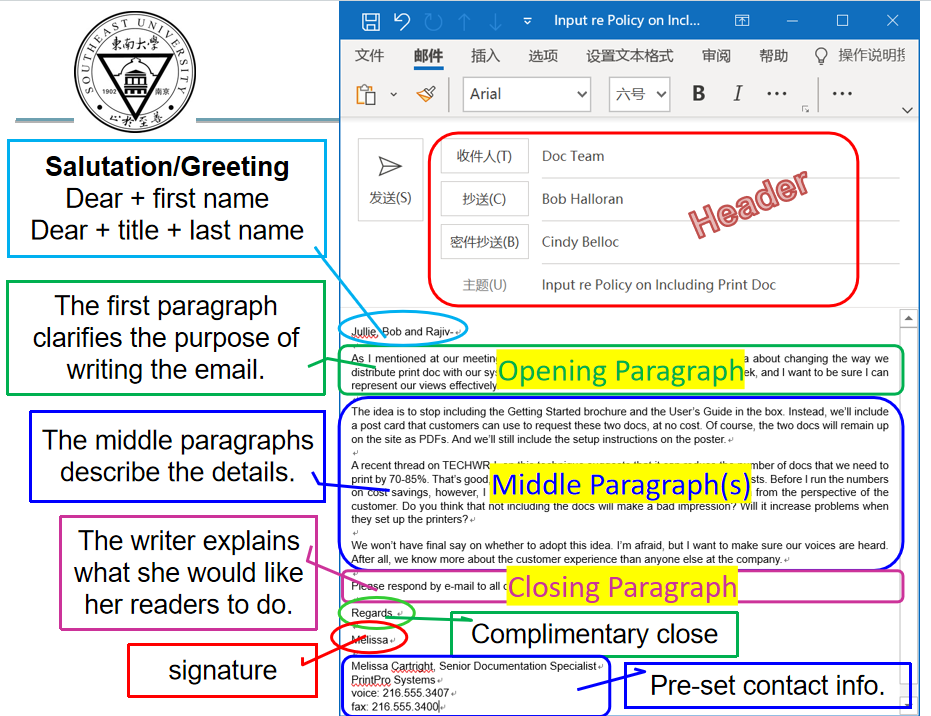
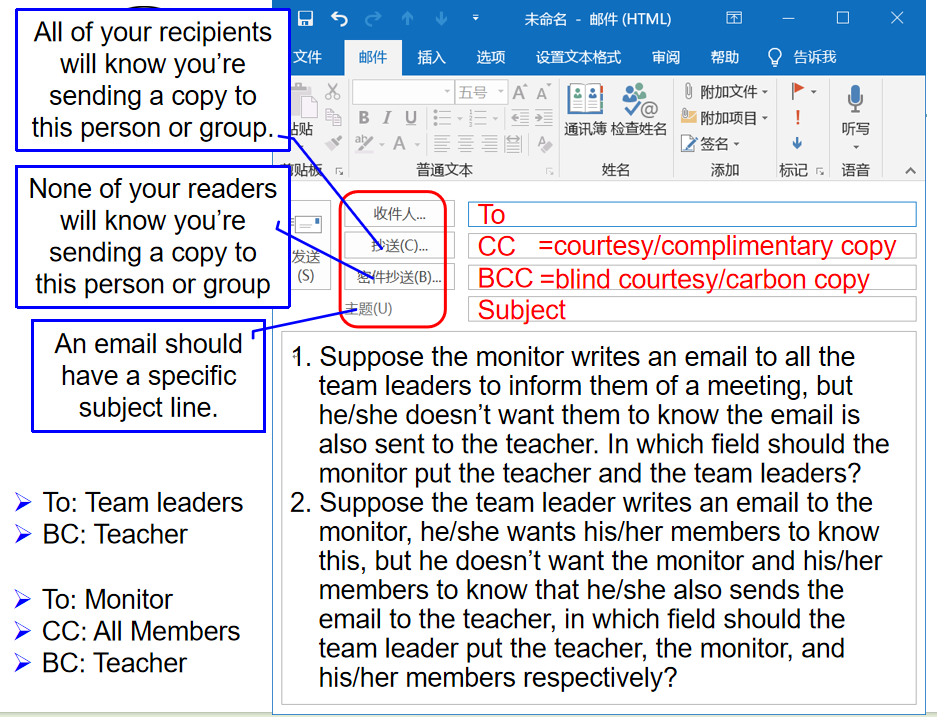
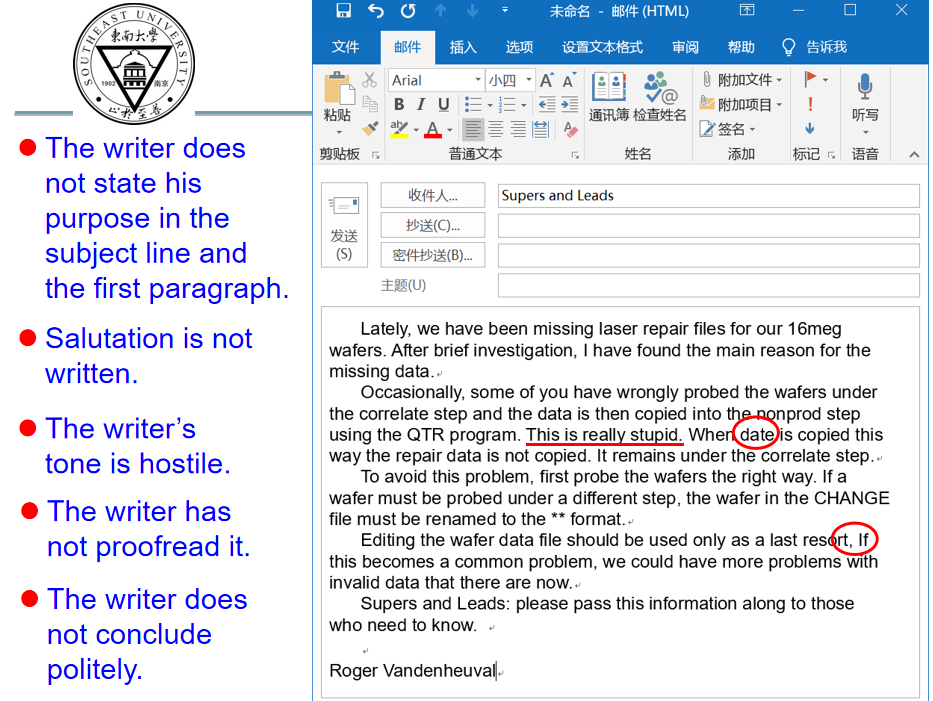
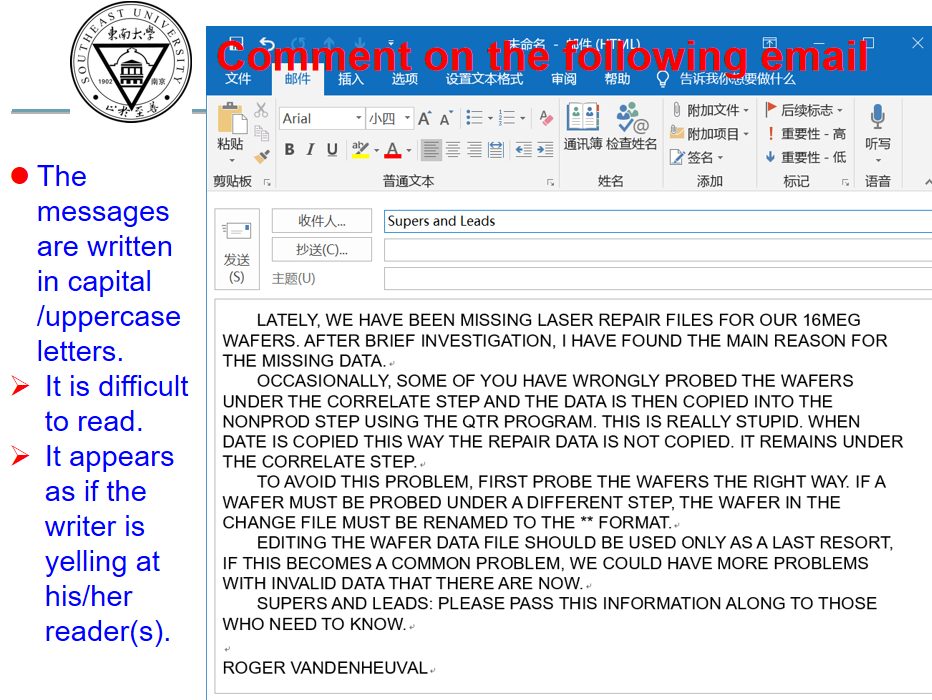
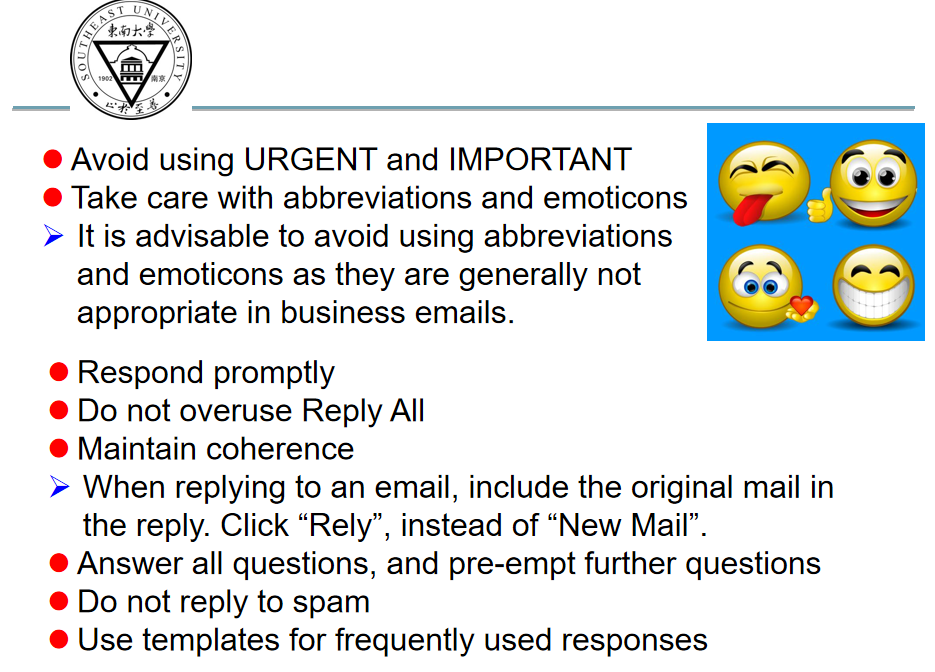
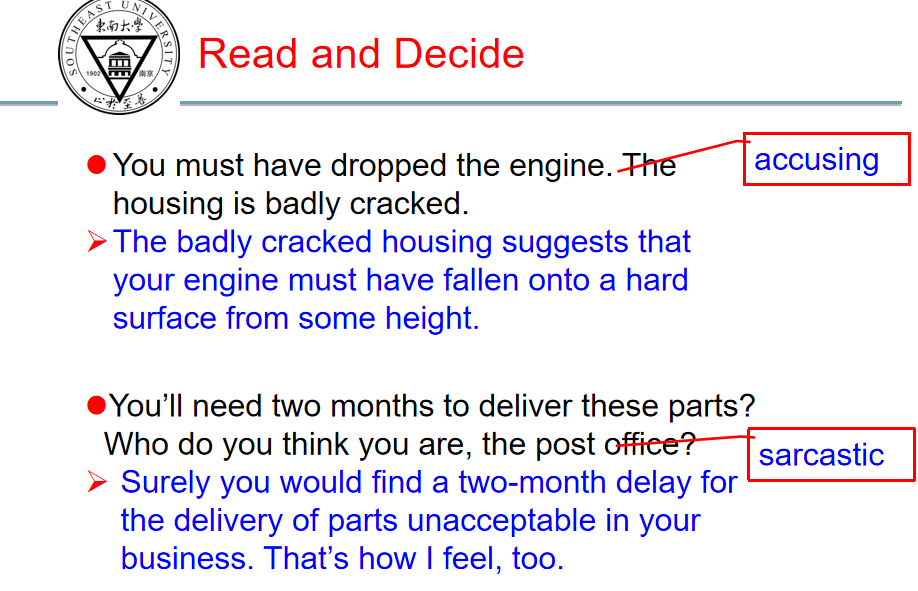
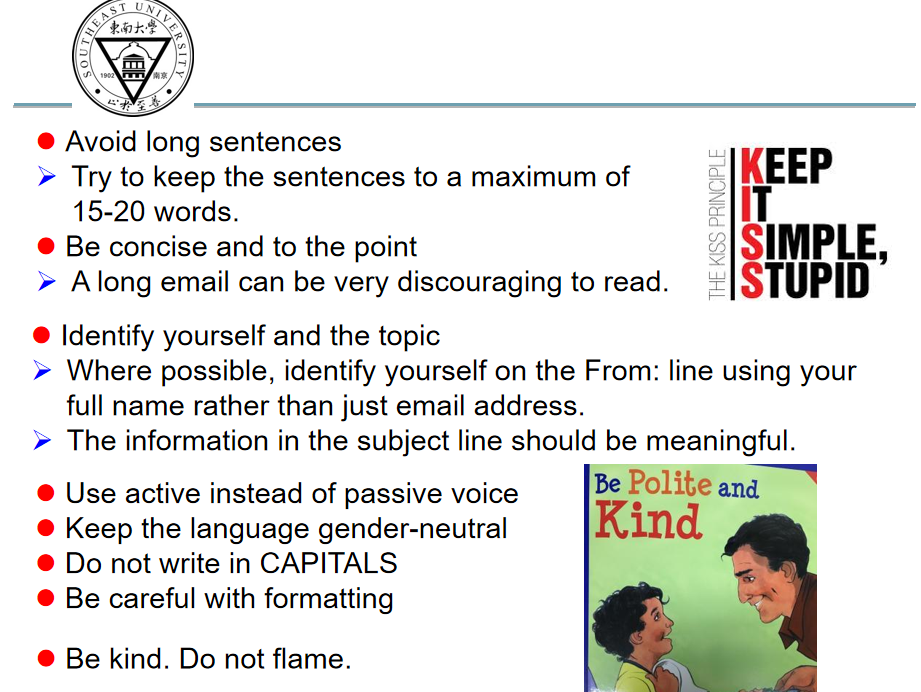
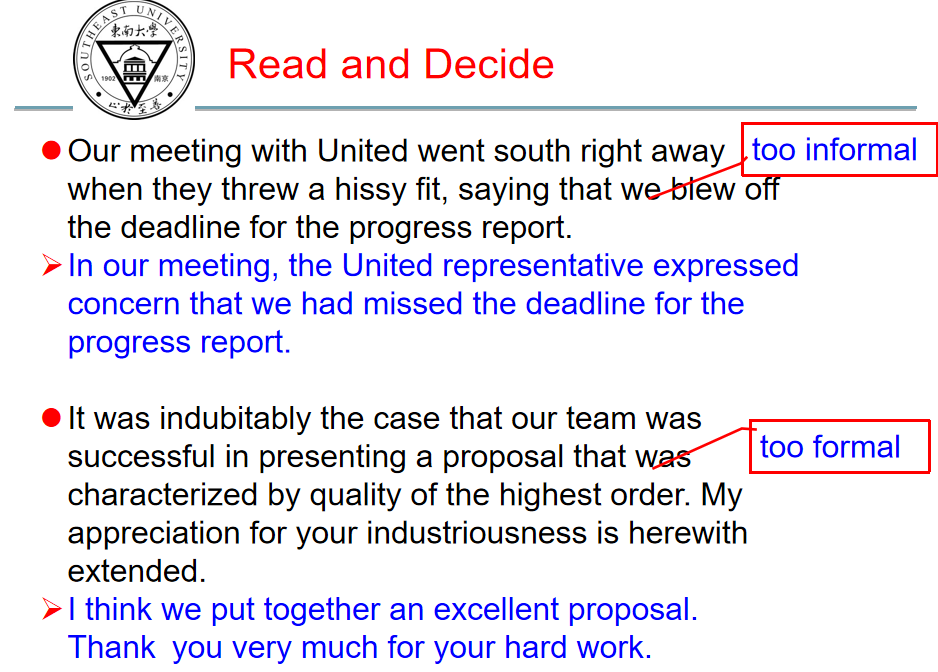
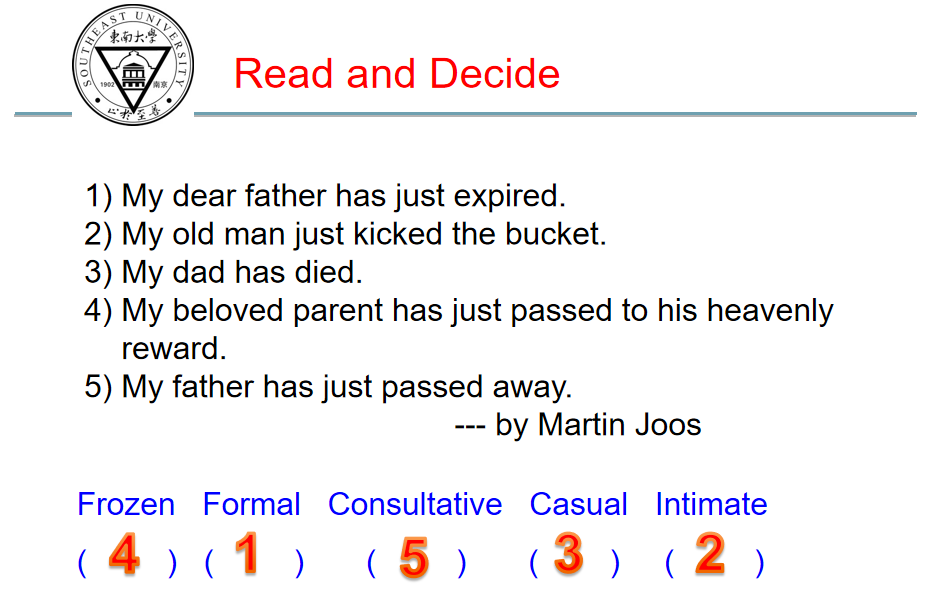
**Advantages**:



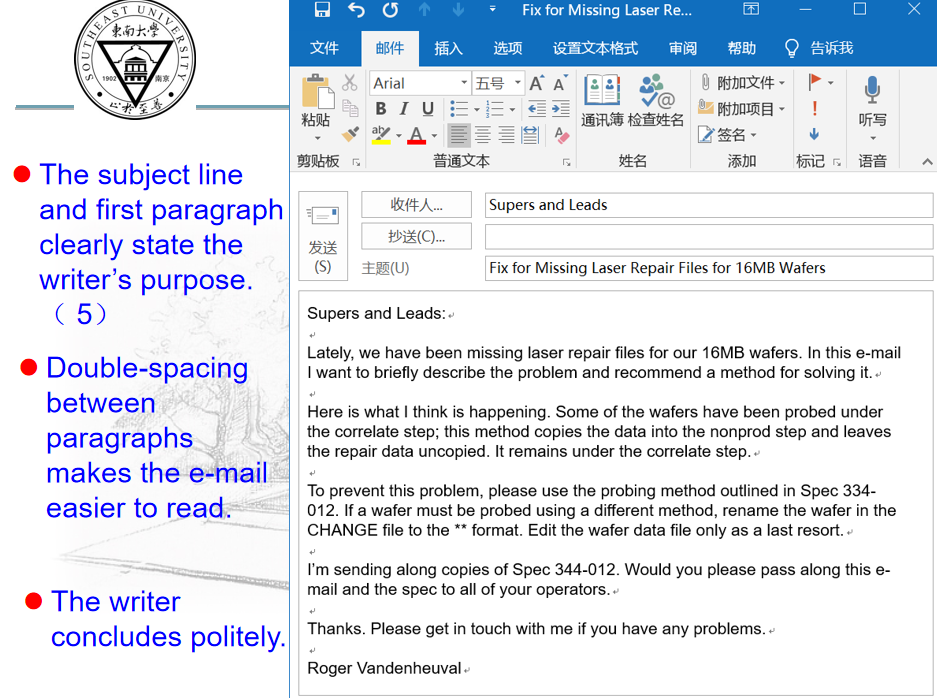
**Limitations**

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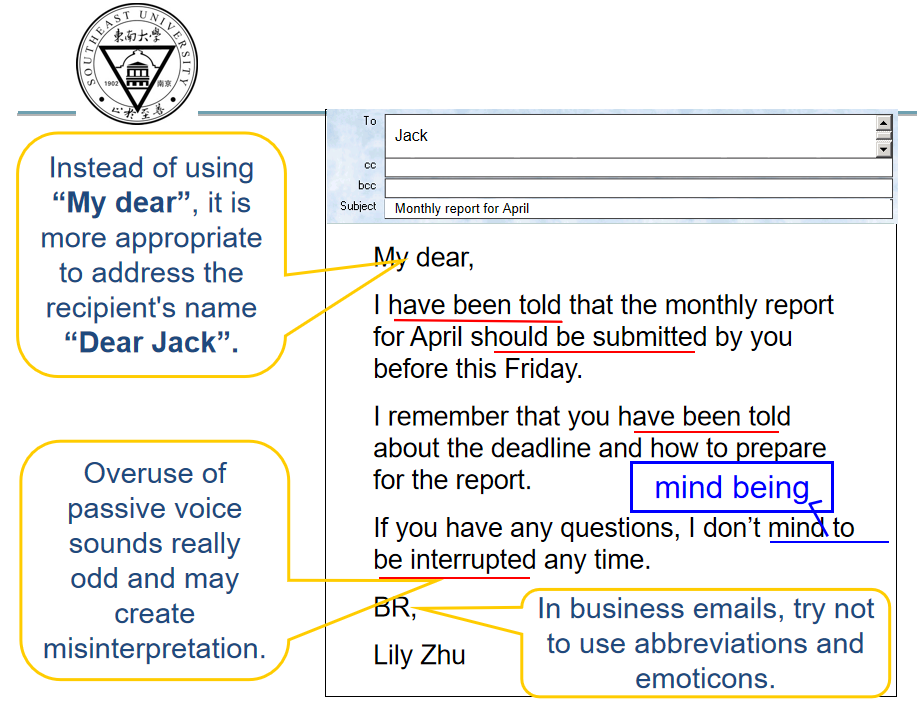
**Format and Layout**

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**Revision**



**Problem Sample**



**Revision**

