

Name: _____

Writing Brainstorm:

Complete the boxes below. Use the back of the page or a separate sheet of paper to continue the content sections as needed.

FORMAL EMAIL:

Body: Use large words. No abbreviations, slang or contraction



New Message

File Edit View Insert Format Tools Message Help

Send Cut Copy Paste Undo Check Spelling Attach Priority Sign

To: _____@mail.com

Cc: _____

Subject: What happened at the zoo?

Arial 10 B I U A

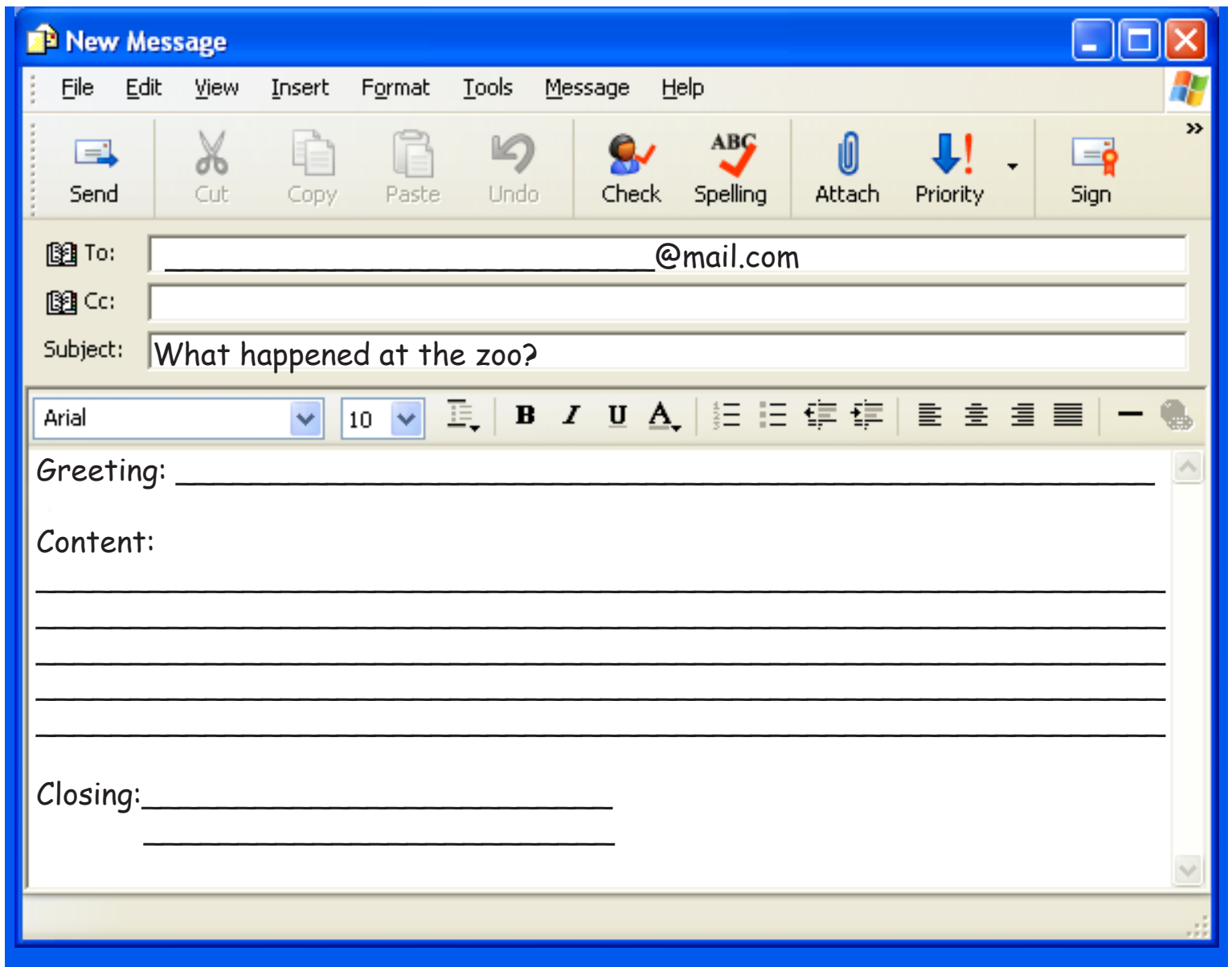
Greeting: _____

Content:

Closing: _____

INFORMAL EMAIL:

Body: Use small words, abbreviations, slang or contractions.



The image shows a screenshot of a 'New Message' email composition window. The window has a blue title bar with the text 'New Message' and standard window controls. Below the title bar is a menu bar with 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Message', and 'Help'. A toolbar contains icons for Send, Cut, Copy, Paste, Undo, Check, Spelling, Attach, Priority, and Sign. The main area has three fields: 'To:' with the text '@mail.com', 'Cc:', and 'Subject:' with the text 'What happened at the zoo?'. Below these is a rich text editor with a font dropdown set to 'Arial' and a size dropdown set to '10'. The editor contains three sections: 'Greeting:' followed by a line, 'Content:' followed by five lines, and 'Closing:' followed by two lines. The window ends with a status bar at the bottom.

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