


Using E-Mail in Exams

You will probably have to write an e-mail and produce a screenshot of it. You will not have to send the e-mail!



The screenshot shows an email composition window with the following fields:

- To...:** michelle@theschool.co.uk
- Cc...:** dave@theshop.co.uk
- Subject:** Nativity play poster
- Attached:** nativity play poster.pub (70 KB)

The email body contains the following text:

Michelle,

Here's the poster I've produced for you for the nativity play at the school. I've included the text you wanted and a suitable image. If you could take a look and check it that would be great.

Let me know if there's likely to be a problem.

Regards,

Steve Squirrels

Annotations and callouts:

- Type e-mail addresses carefully - do not make typos here** (points to the To... field)
- Copy someone in on the mail using CC** (points to the Cc... field)
- A clear and obvious subject is needed** (points to the Subject field)
- Attach files using the paperclip in the ribbon - do not try and copy and paste files into the e-mail** (points to the Attached field)
- Simple text like this is fine. Capital letters, spelling and punctuation all matter** (points to the email body text)
- Close with 'Regards' and your name** (points to the signature)
- A line like this is always helpful** (points to the sentence "Let me know if there's likely to be a problem.")
- A screenshot like this would get all the marks for this task** (points to the entire email composition window)

An **Attach File** button is shown in the bottom right corner.

Make sure you read the task carefully. Write an e-mail that's appropriate for the task you've been given.