Objective 48

Please answer the questions about the email message.

1. Who is the sender?

1. Who is the email to?

1. What is the email address of the sender?

1. What is the subject?

1. Is the subject important or not important?



Hello Tom,

You need to be at work at 8:00 every day.

Thank you,

Gloria Anderson

Office Manager

925-555-1234

GloriaAnderson@yahoo.com

Be on time!

TomSmith@gmail.com

Message