



From: Carmen Luisa (carmenlueoi@gmail.com)		addresser's email
To: Juan (jantonio@hotmail.com)		addressee's email
CC: Ana (anabg@teleline.es)		carbon copy
Subject: Holidays		subject of email
GREETING	Dear..., / Hi..., / Hello...,	
INTRODUCTION	How are you? I'm fine. / I hope you're well. Thank you very much for your last e-mail. I have some good news. I'm writing to tell you about my last holidays.	
BODY	(One or more paragraphs)	
CONCLUSION	Well, that's all my news. Give my love/regards to your parents/sister/boyfriend... / My mother sends her love. I look forward to hearing from you. / I hope to hear from you soon. / Write soon.	
ENDING	Lots of love, Love, Best wishes, Regards,	
SIGNATURE	Carmen Luisa	

When you finish your e-mail you should check:

- spelling and punctuation (capital letters, full stops, commas, etc.)
- grammar
- vocabulary
- the structure of paragraphs