

*** عند كتابة الإيميل نتبع التالي:-**

١. نبدأ بكتابه ايميل الراسل اعلى خانة على اليمين

٢. ثم نكتب ايميل المرسل اليه في الخانه التاليه

٣. ثم عنوان الموضوع

٤. نبدأ بكتابه عزيزي (Dear, \ Hi,) ثم اسم المرسل اليه

٥. ثم في السطر التالي بعد ترك مسافه كلمة

From	عنوان بريد الكتروني الراسل
To	عنوان بريد الكتروني للمرسل إليه
Subject	موضوع الايميل

Dear : المرسل إليه

I'm very glad to write to you. How are you and your family? I hope you're fine.....

.....

..... موضوع الايميل

.....

See you soon.

Yours,
توقيع الراسل

٧. ثم كتابه موضوع الاميل باستفاضه.

٦. نبدا بكتابه جمله افتتاحيه ويمكن ان تكون في شكل سؤال كما هي في النموذج

٨. ثم نختم بجملة ختاميه (see you soon) او (with my best wishes)

٩. ثم كلمه المخلص لك (yours) أسفلها الرسائل



Ex.¹ Write an email to your friend Malay to describe the animals for her. Your name is Sama and your email address is Sama@gmail.com and your friend's email is Malak@gmail.com.

From	Sama @ gmail.com
To	Malak @gmail.com
Subject	Describing the animals
<p>Dear Malak,</p> <p>I'm very glad to write to you. How are you and your family. I hope you're fine. I love all the animals, but my favorite is the elephant. The elephant is a very big and strong animal. It has a very long nose called "trunk. It has two tusks. Elephants have big ears. and a tail. Elephants are amazing your animals. What's favorite animal?</p> <p>Can't wait to see you.</p> <p>Yours,</p> <p>Sama</p>	

.....

Ex.² Write an email to your friend Adam to tell him about the unusual animals you like. Your name is Karim and your email address is Karim @ yahoo.com and your friend's email address is adam@gmail.com

To: adam @ yahoo.com

From: karim@yahoo.com

Subject: Unusual animals

Dear Adam :

I'm very glad to write to you. How are you and your family? I hope you're fine. I like animals. My favorite unusual animal from Egypt is the dugong. It has got a lovely face. It's very cute. It's nickname is the sea cow. It spends a lot of time eating grass from the sea. What's your favorite unusual animals ?

See you soon.

Yours,

Karim