

Answer the following questions:

Q:1: Short Questions:

(20)

- I. Outline the key benefits of emails.
- II. What is the importance of subject line in emails? And how it should be written?
- III. What is the importance of proofreading for a document?
- IV. Outline some principles of proofreading.

Activity

(10)

Create an e-mail that describes your experience on this course so far. The email should have the following parts.

To: _____

Subject Line: _____

Body

Closing
