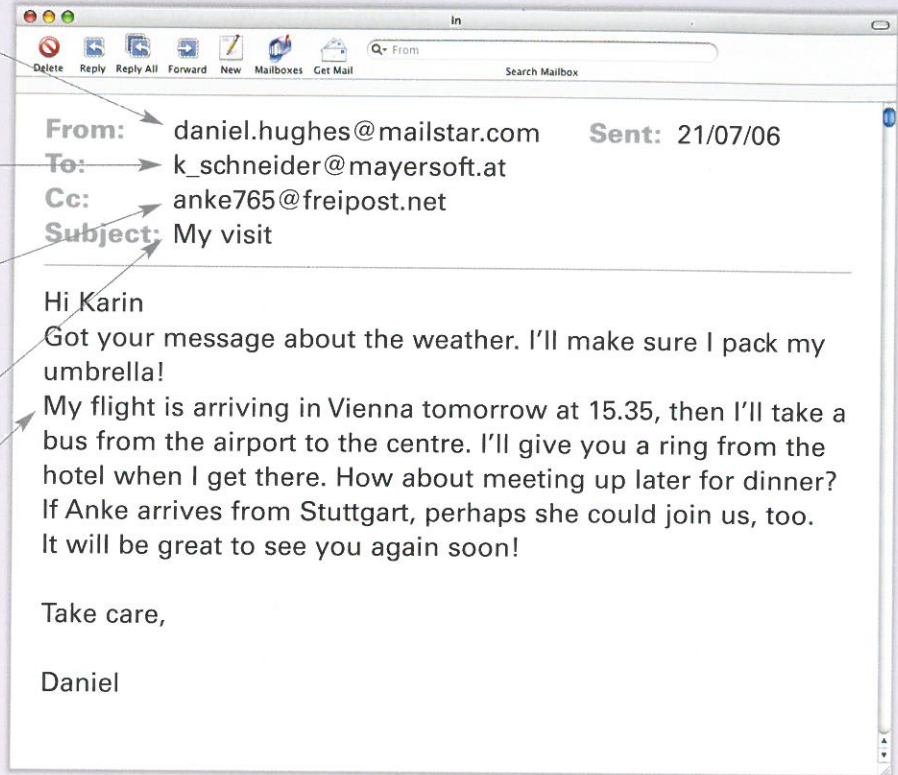


Email

- The computer includes your email address and the date automatically.
- Write the email address of the person you're writing to.
- Write the address of the people you would like to send a copy of the letter to.
- Choose a subject.
- Write the message like a short informal letter or a personal note.



Postcard

- Write the name and address of the person you're writing to.
- Put the date at the top. (You can leave this out.)
- Write *Dear* and the name of the person you're writing to.
- Write your message. Use short forms (*I'll*, *it's*, *we're*) and short sentences.
- Finish with a friendly phrase: *See you soon*, *Wish you were here!* (*Lots of*) *Love*, (to family members and close friends) *Best wishes*,
- Sign your name. First name is usually enough.

