

How to Compose/Create an Email

Cómo redactar / crear un correo
electrónico

Ki jan yo Konpoze / Kreye yon
imèl

- Compose**
- Inbox**
- ★ Starred
- 🕒 Snoozed
- Sent
- 📧 Drafts
- 📁 Academic
- 📁 Summer Boys and Girls ...
- 📁 Technology
- ⌵ Less
- Important
- 💬 Chats
- 🕒 Scheduled
- 📧 All Mail
- 🗑️ Spam
- 🗑️ Trash
- 📁 Categories
- ⚙️ Manage labels
- Meet
- 🗑️ Start a meeting
- 🗑️ Join a meeting

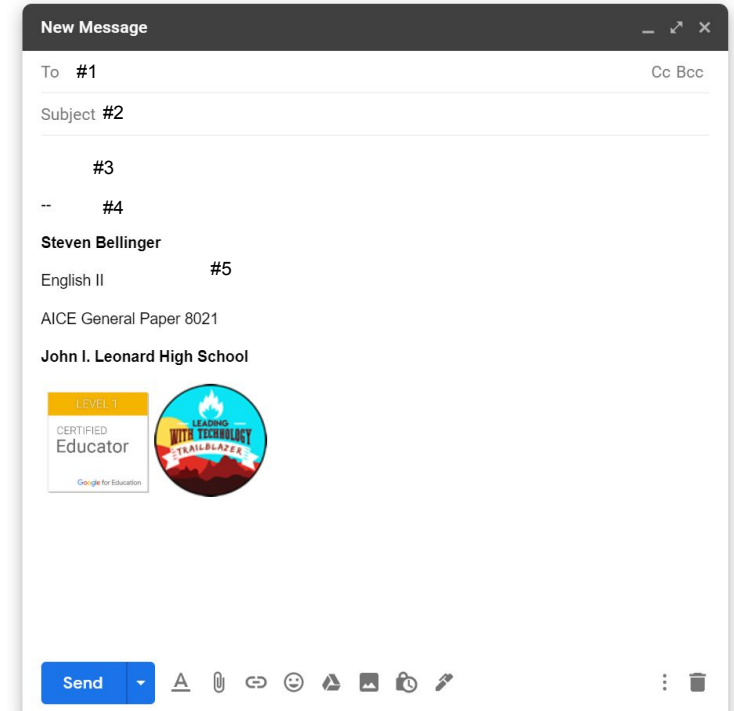
- 📧 Gmail Team Get the official Gmail app - Get the official Gmail app The best features of Boys & Girls Club of Palm Beach County Mail are only available on your phone and tablet with the official Gmail app. Download the app or go to gmail. Jun 4
- 📧 Gmail Team Tips for using your new inbox - Welcome to your inbox Find emails fast With the power of Google Search in your inbox, you can archive all your email and find it later in a flash. Your inbox stays tidy, and you never need to worry Jun 4



Click "Compose"
 Haga clic en "Compose/Redactar"
 Klike sou "Compose/Konpoze"

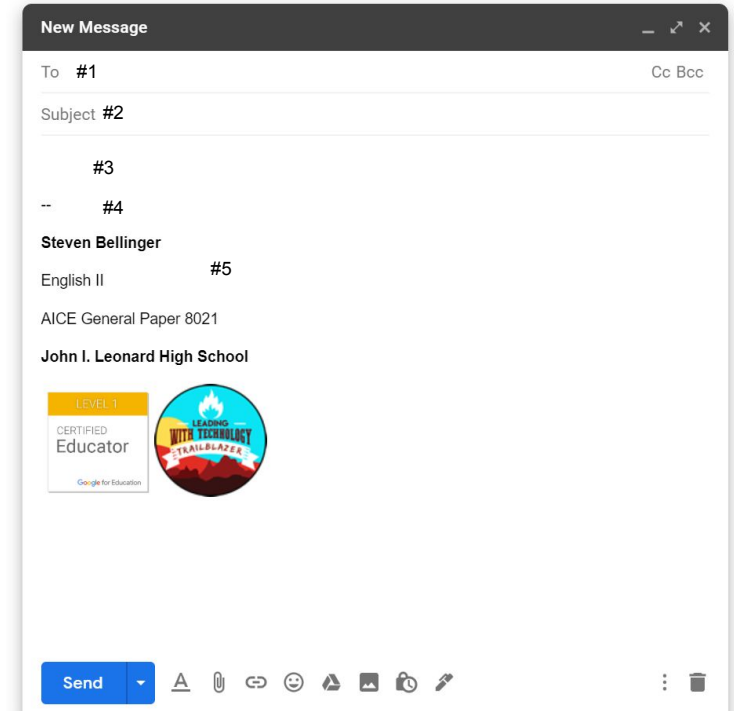
How to correctly compose an email (English)

1. Address the email
2. Have a subject
 - a. This should be a brief explanation(at most one sentence) telling the reader what the email will be about
3. Address the reader
 - a. Mr./Mrs.
 - b. Good morning, good afternoon
4. Write in complete sentences
5. Have a signature
 - a. Thank you, your name



Cómo redactar correctamente un correo electrónico (Spanish)

1. Dirección del correo electrónico
2. Tener un tema
 - a. Esta debe ser una breve explicación (como máximo una oración) que le diga al lector de qué se tratará el correo electrónico.
3. Dirigirse al lector
 - a. SR Sra.
 - b. Buenos días Buenas tardes
4. Escribir en oraciones completas
5. Tener una firma
 - a. Gracias tu nombre



Ki jan yo kòrèkteman konpoze yon imèl (Haitian Creole)

1. Adrèsè imèl la
2. Mete yon sijè
 - a. Sa a ta dwe yon eksplikasyon kout (pifò pou li yon fraz) ki di lektè a ki sa imèl la pral di
3. Adrèsè lektè a
 - a. Mesye / Madam.
 - b. Bonjou, bon apremidi
4. Ekri nan fraz konplè
5. Mete yon siyati
 - a. Mèsi, mete non ou

