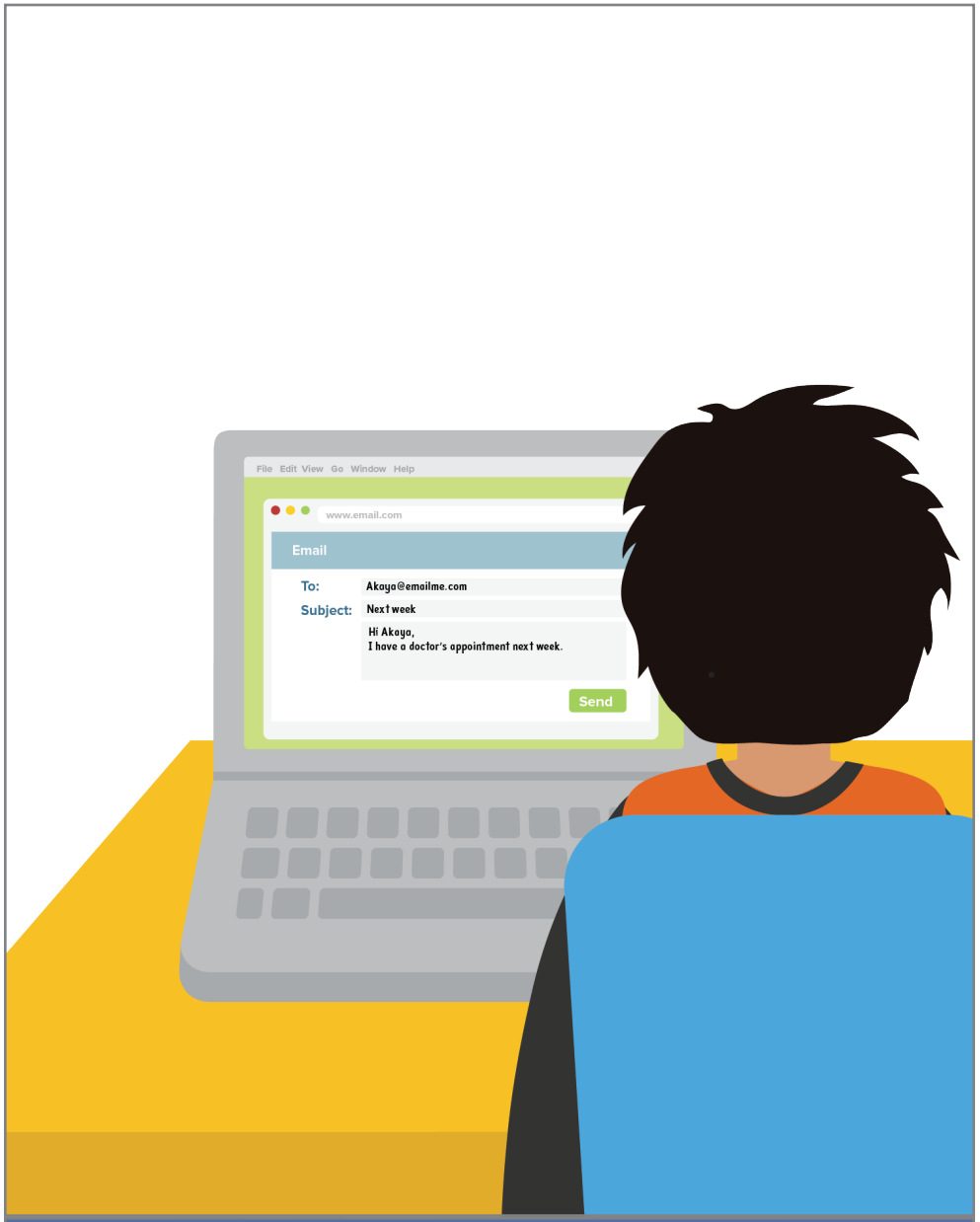

DRAFTING AN EMAIL

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Find the email address

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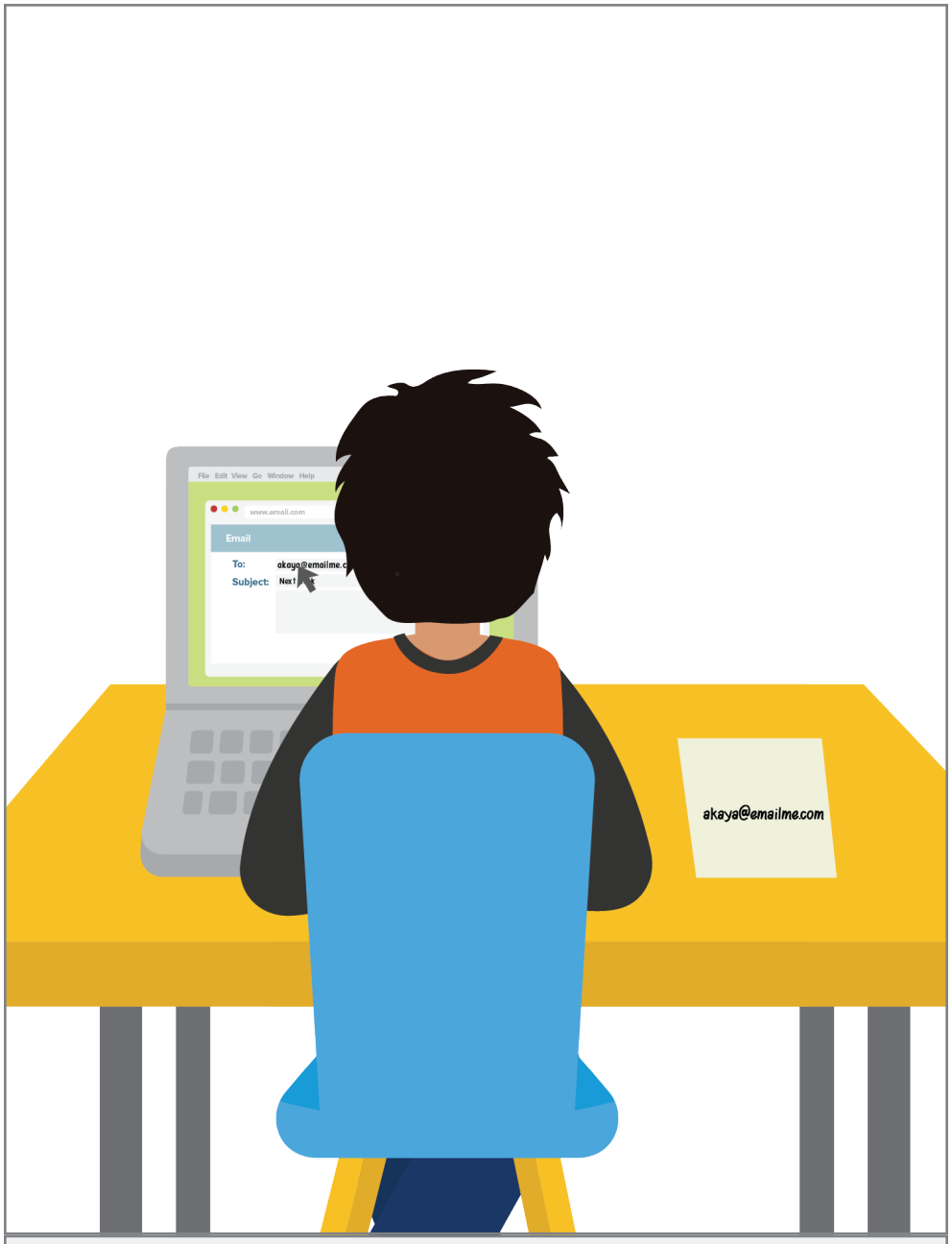

Type the email address

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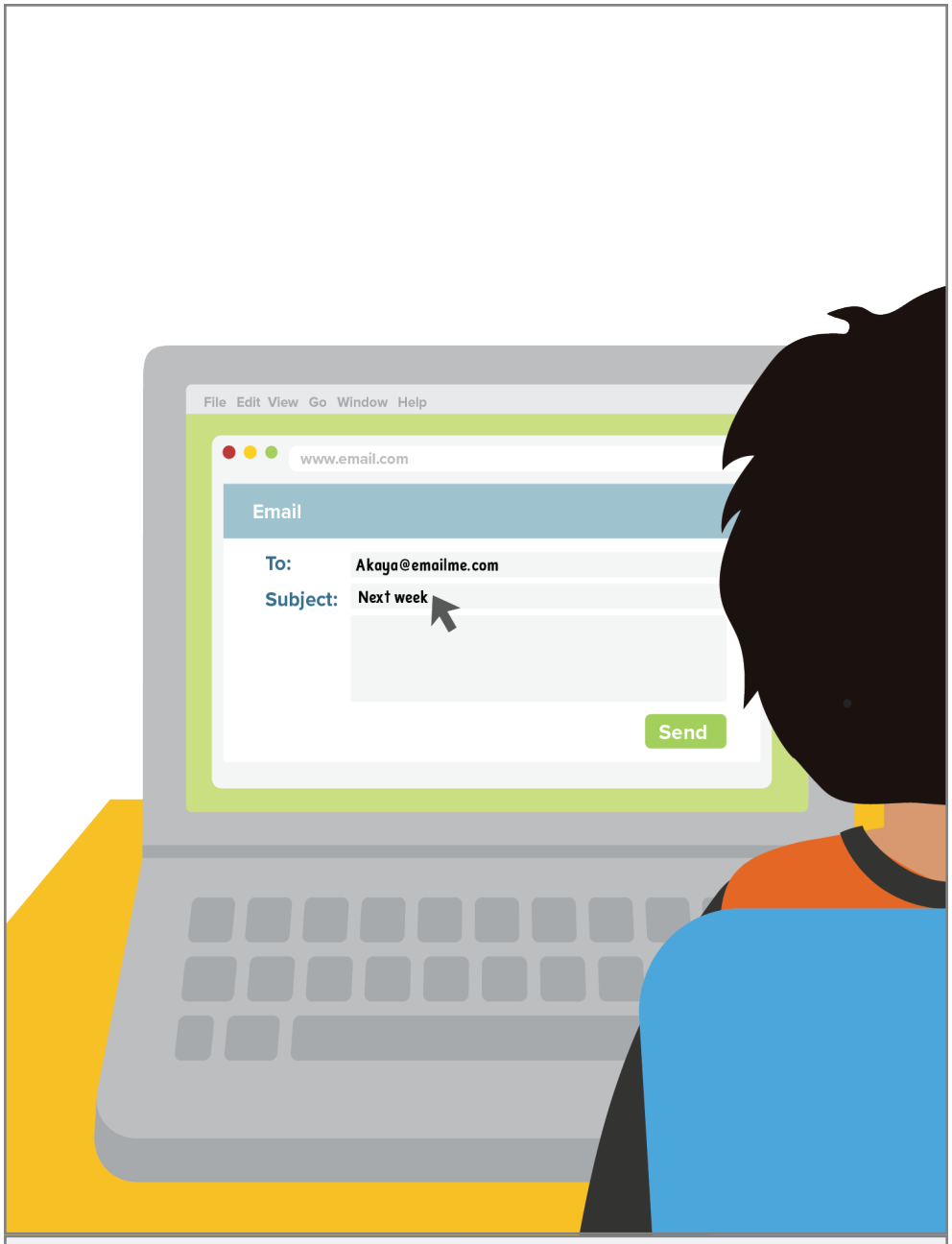

Type the subject

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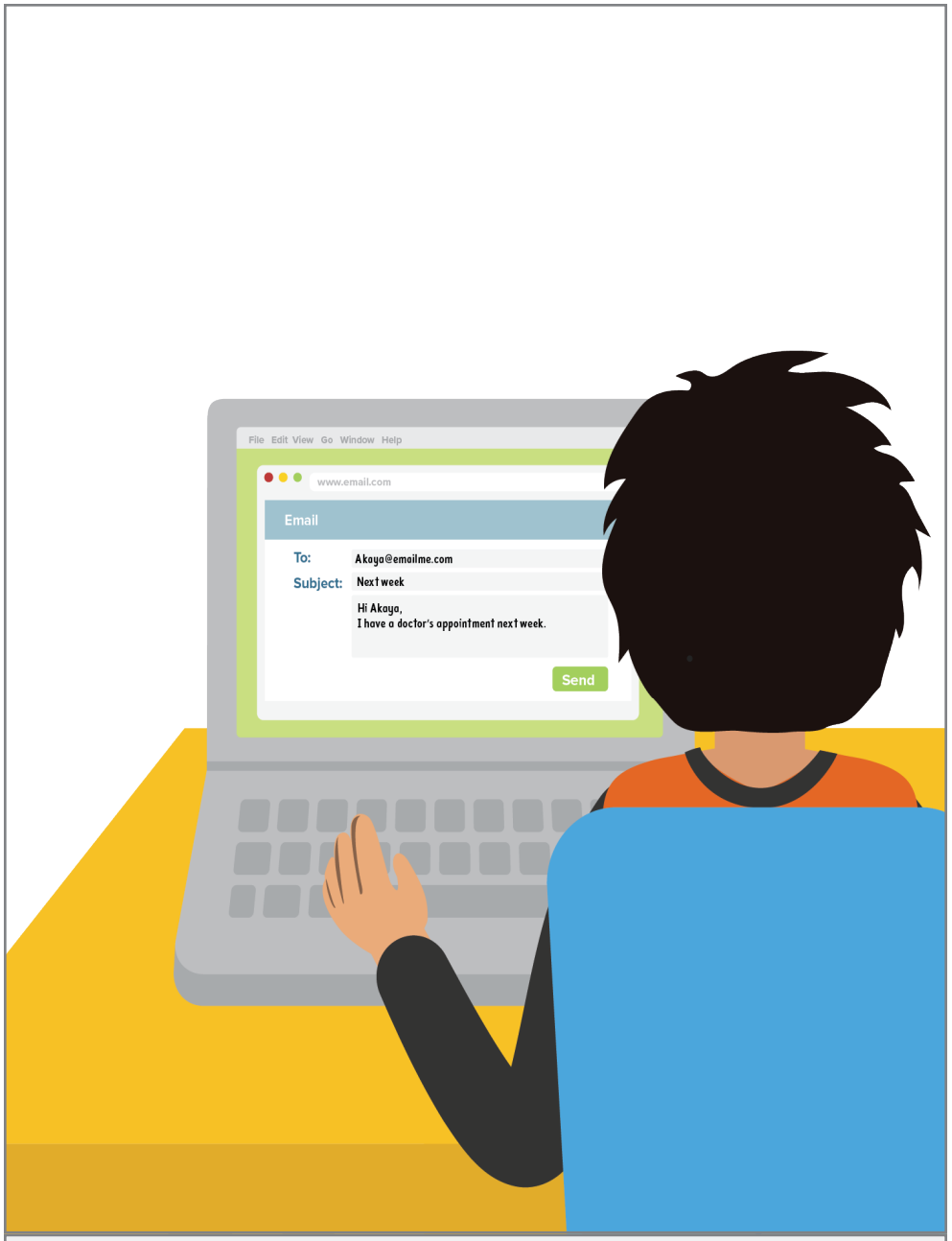

Type the message using sentences

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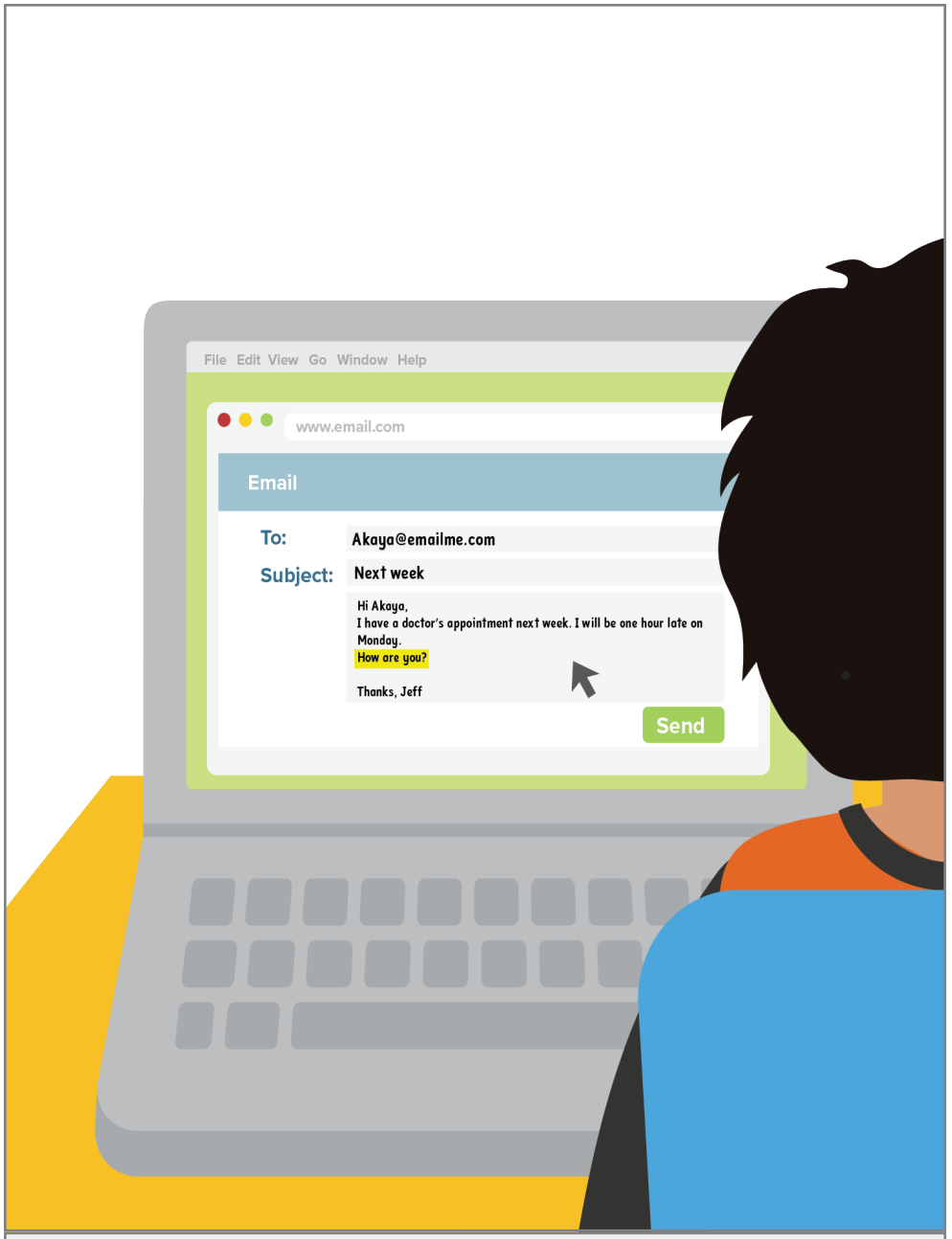

Organize your ideas in the message

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Proofread the email

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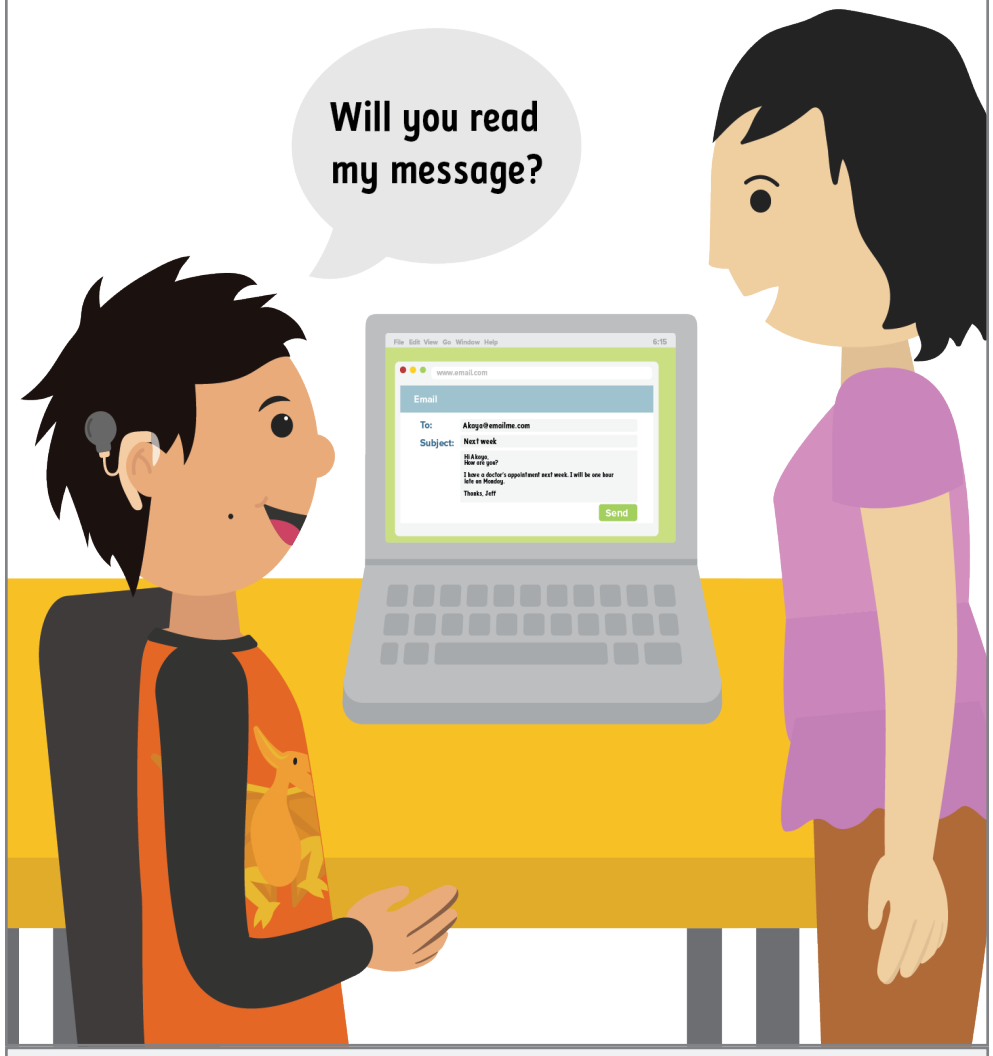

Get feedback from others

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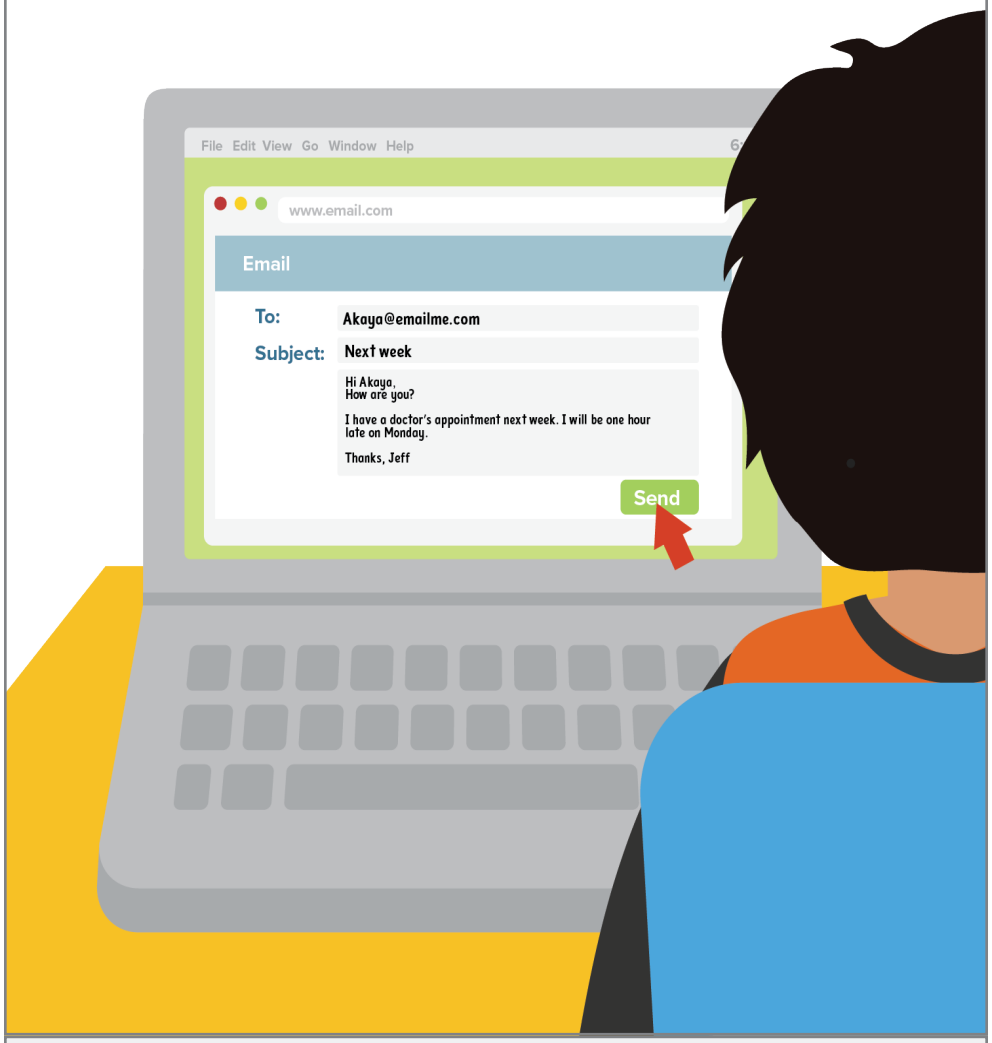

Send the email

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