

E-mail

An **e-mail** is a note or letter sent to someone on a computer. Although an e-mail is often informal, it should still use correct grammar, spelling, and punctuation.

To: Christina Sanchez

From: Jane Sherman

An e-mail to a friend uses informal words. A business e-mail is more formal.

These are commands.

Exclamations express the writer's excitement.

Listen to this. I saw a kitten on my way home from school. **How cute it was!** It had soft fur with gray and white stripes. It was sitting all by itself on the sidewalk near my house. I took it home. It followed me all over the house, meowing in a tiny voice. My mom said we should look for its owner. We took the kitten down the street. Soon we saw our neighbor. **She was so happy to see the kitten!** **Guess what she said.** She said I could buy the kitten for \$10. I had just earned \$10 for cleaning the garage. **This was such a lucky day for me!** **Come over tomorrow.** I will show you my new pet.