

Identify General and Specific Information. Click the underline information in the correct columns.

You received an e-mail from your aunt, who has heard about your new job.

Hi,

Congratulations on your new part-time job! What are you going to do and where will you be working? Are you excited about it?

I hope you enjoyed your job. Everyone is proud of you. We would like to hear more.

Write back soon!

General Information (Information which gives ideas what the topic is about and can be used to start your e-mail)	Specific Information (Information that you need to address/ answer)

Complete the following e-mail of reply to your aunt by dragging and dropping the answers in the correct gaps.

To:	_____
Subject:	_____
Hi _____ It's _____ to hear from you. _____ for your kind words. I got a job at the _____ near my school. They hired me to be the _____. I will be taking customers' _____ too. I love boba tea, and I am happy I get to work at a place that bring me _____. I'm excited and looking _____ to the experience. My first day of work is next _____. Do stop by to get a drink. _____	

Alicia	good	paulinekhoo@gmail.com	cashier	joy	Monday
Tea shop	forward	Aunt Pauline	Thank you	order	My new job