1 Read and sort.

Read the phrases for writing emails below.
Sort the phrases to complete the table.

	Informal language for emails	Formal language for emails
Greeting	....	....
Request	....	....
Closing	....	....

To whom it may concern
Hi there!
Can you help me with...?
Kind regards
I would like to ...
Thanks!
Dear ...
I need some help.
Take care
I am writing to request ...
Hello
Yours sincerely

LIVEWORKSHEETS