

Write an Email Summer Plans #2

Instructions: Put the sentences of the email in the correct order.

Could you do me a favor and water my flower garden while I am gone?

I will be gone from July 5th to July 10th.

I am so excited to see them.

Sara

I am going to go to Toronto for a short vacation this summer.

I am going to visit my aunt and cousin.

Thanks a lot,

Hi Janet,

call me at: 416-525-6523

If you need to reach me,

The screenshot shows an email composition window. The toolbar at the top includes buttons for Send, Attach, Save Draft, Spelling (with a dropdown arrow), and Cancel. On the right side of the toolbar are icons for email, chat, and mobile. The email header fields are: To: (empty), Cc: (empty), and Subject: Summer Vacation. To the right of the To and Cc fields is a 'Show BCC' link. To the right of the Subject field is a 'Plain Text' link. The main body of the email contains several green rectangular redaction bars of varying lengths and widths, covering the text area.