



**Sarasas Witaed Suvarnabhumi School**  
**Worksheet      Intensive English Programme   Semester 1 / 2022**  
**Subject: Computer   Year 4**

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Class: \_\_\_\_\_ No: \_\_\_\_\_

**Email Tips:**

1. Check the spelling.
2. Be polite.
3. Keep it short and on point.

Subject: <b>My new Skateboard</b>
To: <b>Nattawat234@gmail.com</b>
 <b>Dear Mark,</b>
 <b>See you soon! Today, my father and I, went to buy an new skayteboard.</b> <b>Isn't it grate! Can't whait to go outside and play with it. Do you want to</b> <b>join me? Let's see who is the fastest. Hello!</b>
 <b>Joseph,</b>
 <b>Your Friend,</b>

Type the email correctly by applying the email tips above.
