

Email Sentence Order

Instructions: Put the sentences in the correct order to make a good email response. Drag and drop the sentences and date.

I am sorry but I cannot go to that appointment because I have my sister's wedding on that day.

Please email me with a different date and time.

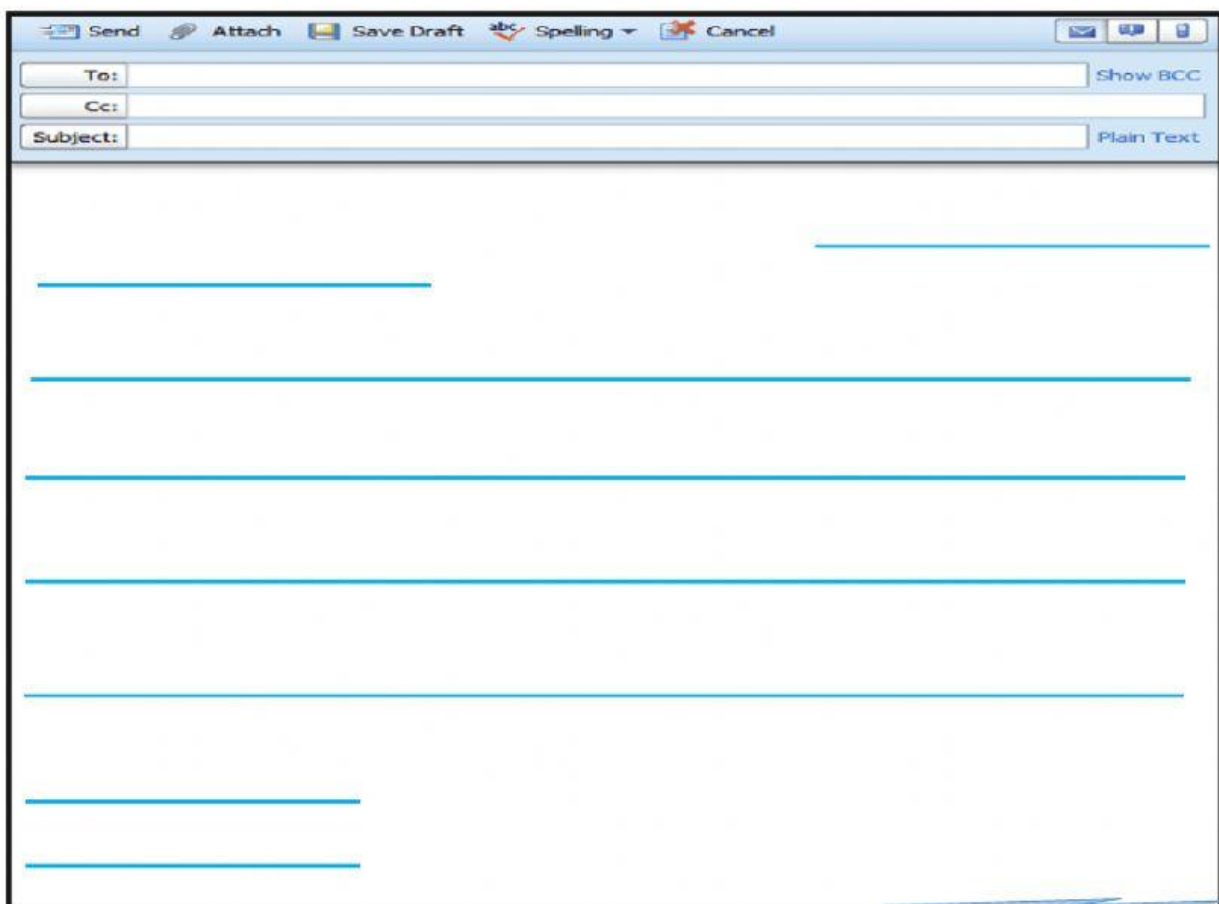
I am available any day after December 8th.

Thank you,
Jane Smith

November 17, 2020

Dear Sara Sanderson,

Thank you for emailing me about my biopsy appointment on December 8th.



The screenshot shows a standard email composition window. At the top is a toolbar with buttons for 'Send', 'Attach', 'Save Draft', 'Spelling', and 'Cancel'. Below the toolbar are three input fields: 'To:', 'Cc:', and 'Subject:'. To the right of the 'To:' field is a 'Show BCC' link, and to the right of the 'Subject:' field is a 'Plain Text' link. The main body of the email is a large, empty text area with horizontal blue lines for typing.