Writing skills practice: Introducing yourself by email – exercises

Look at the email and do the exercises to practise and improve your writing skills.

Preparation

Match the punctuation with the symbols and write a–e next to the number 1–5.

1……..	question mark	a.	.
2……..	exclamation mark	b.	!
3……..	full stop	c.	,
4……..	comma	d.	?
5……..	capital letter	e.	T

katie97@dsmail.com

To: englishfriends.com.uk

Cc:

Subject: Hi!

Insert: Attachments Photos Videos

Tahoma 10 B I U

Hi! How are you?

My name's Katie and I'm 12 years old. I'm from Valletta in Malta. I speak Maltese (the language in Malta) and English. I like swimming, playing football and listening to music. I've got a pet dog, Max.

Do you want to be my friend? Please write soon.

Best wishes

Katie

Send Save Cancel

LIVEWORKSHEETS

Top Tips for writing

1. Use an exclamation mark (!) at the end of an exclamation or after surprising information.
2. Use a capital letter to start a sentence.
3. Use a comma (,) in a list.
4. Use a full stop (.) to end a sentence.
5. Use a question mark (?) at the end of a question.

1. Check your understanding: true or false

Circle *True* or *False* for these sentences.

1.	Katie is 14 years old.	*True*	*False*
2.	Katie is from Malaysia.	*True*	*False*
3.	Katie speaks English.	*True*	*False*
4.	Katie speaks two languages.	*True*	*False*
5.	Katie likes listening to music.	*True*	*False*
6.	Katie has a brother, Max.	*True*	*False*

LIVEWORKSHEETS

2. Check your writing: punctuation

Write the correct punctuation mark where you see ____.

1. Hi____ How are you____
2. ____y name's Fran and I'm 13 years old____ ____'m from Basel in Switzerland ____
3. ____ speak German, French and English____
4. ____ like skiing and cycling____
5. ____o you want to be my friend____ Please write soon____
6. ____est wishes

Discussion
How many emails do you send each week?

LIVEWORKSHEETS