



مدرسة الأجيال العصرية الخاصة
MODERN GENERATION PRIVATE SCHOOL
Department Of ICT

Worksheet 2

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|----------|-----|------------|-------------------|---------|
| NAME | | | | الاسم |
| GRADE | 3 | الصف | SECTION | الشعبة |
| SUBJECT | ICT | المادة | DATE | التاريخ |
| UNIT NO. | 2 | TOPIC NAME | Parts of an email | |

Refer to Pg. 24 of ICT textbook and mark the parts of an email.

To: davidpercy@sportstuff.org

From: jerry.jones@gmail.com

Subject: I really, really want this job.

Hey David,

I'm writing about the ad for a store manager for Sportstuff listed on the Findajob website. I'm 21 and I've just FINISHED high school! I'm fluent in English and French and have several year's retail experience. I think I'd be a good candidate for this job because I'm hardworking and enjoy interacting with customers. I'm also knowledgeable about sports and athletic equipment.

See you later.

Yours

Jerry