

Name:.....

Class:.....

LESSON 2: WRITING FORMAL EMAILS

Drag the following phrases into the appropriate blank in the table.

Dear + first name

Dear Sir or Madam,

Friendly greeting

No friendly greeting

Dear Mr/ Mrs + last name

Using passive voice, nouns instead of verbs

Avoid direct questions

However, Consequently, and, also

Well, Anyway, so, and

Use exclamation mark!

I'm, didn't

Direct questions

I am, did not

	INFORMAL	FORMAL
Greeting		
Opening		
Contractions		
Questions		
Linking		