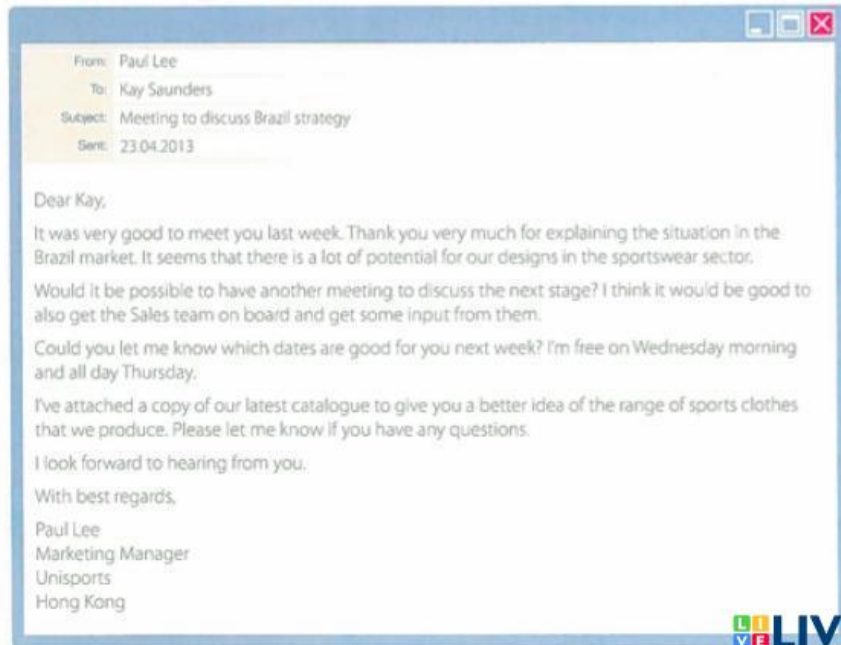


Work skills Emails 1: Parts of an email

1 Read the email and find the following.

- 1 subject
- 2 salutation
- 3 reference to previous contact
- 4 the reason you are writing
- 5 action point(s)
- 6 reference to attachment(s)
- 7 closing
- 8 sender's name and signature



2 Put the following into the correct groups in 1.

- a Thanks for calling yesterday.
- b I'm writing about ...
- c Please find attached ...
- d Great to see you yesterday.
- e Hi Gina,
- f Many thanks for your offer of help.
- g Could you give me some information about ...?
- h Paul Rhodes
Area Sales Manager
Chile
- i Very best
- j Delivery problems
- k Best regards
- l I look forward to ...