

Scrambled Email 1 - Travel Notice and Card Use

Instructions for students: Put the sentences correctly to make a complete email.

1. I want to use my bank card during my trip.
 2. Dear Bank Manager,
 3. Please make sure my card will work outside the country.
 4. I am travelling outside Canada to Syria next month from May 29th to June 20th, 2025.
 5. From: sh.malik@gmail.com
 6. Thank you,
 7. I look forward to hearing from you soon.
 8. Subject: Travel Notice and Card Use Outside Canada
 9. If you have any questions, please email or call me anytime.
 10. My name is Shayyan Malik. I have a chequing account at your bank, and my account number is 123456789.
 11. Phone: 780-123-4567
 12. To: manager@gmail.com
 13. Shayyan Malik
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Scrambled Email 2 - Request to Close Account

Instructions for students: Put the sentences correctly to make a complete email.

1. I would like to close my bank account, because I am moving back to my country.
 2. Waiting for your reply.
 3. From: abrahma.t@gmail.com
 4. Thank you,
 5. Subject: Request to Close My Bank Account
 6. I can come to the bank if needed.
 7. Dear Bank Manager,
 8. Phone: 780-123-4567
 9. Abraham Tkele
 10. To: manager@gmail.com
 11. Please let me know what steps I need to take.
 12. My name is Abraham Tkele. My account number is 123456789.
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Scrambled Email 3 - Appointment for Life and Home Insurance

Instructions for students: Put the sentences correctly to make a complete email.

1. My name is Tina Tran. I have a chequing and savings account at your bank. My account # is 1256-635-9685.
 2. Phone: 780-123-4567
 3. From: tina.t@gmail.com
 4. Can I make an appointment, please? I am available on weekdays after 3:00 p.m.
 5. Waiting for your reply. Thank you,
 6. Dear Bank Manager,
 7. Subject: Appointment Request for Life and Home Insurance
 8. To: manager@gmail.com
 9. Tina Tran
 10. I am planning to buy a new house and would like to buy insurance from your bank.
 11. I would like to talk to someone about life insurance and home insurance.
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Scrambled Email 4 - Appointment to Discuss Extra Charges

Instructions for students: Put the sentences correctly to make a complete email.

[illegible]

1. Dear Bank Manager,
 2. Tina Tran
 3. I would like to talk to you about them.
 4. Subject: Request for Appointment to Discuss Extra Charges
 5. Phone: 780-123-4561
 6. From: tina.t@gmail.com
 7. I saw some extra charges of \$25 on my bank statement on April 28, 2025.
 8. I hope to hear from you soon.
 9. To: manager@gmail.com
 10. Can I make an appointment to meet you, please? I am available on weekdays after 3:00 p.m.
 11. Thank you,
 12. My account number is 123456789.
 13. I do not understand these charges.
 14. My name is Tina Tran. I have a chequing account with your bank.
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