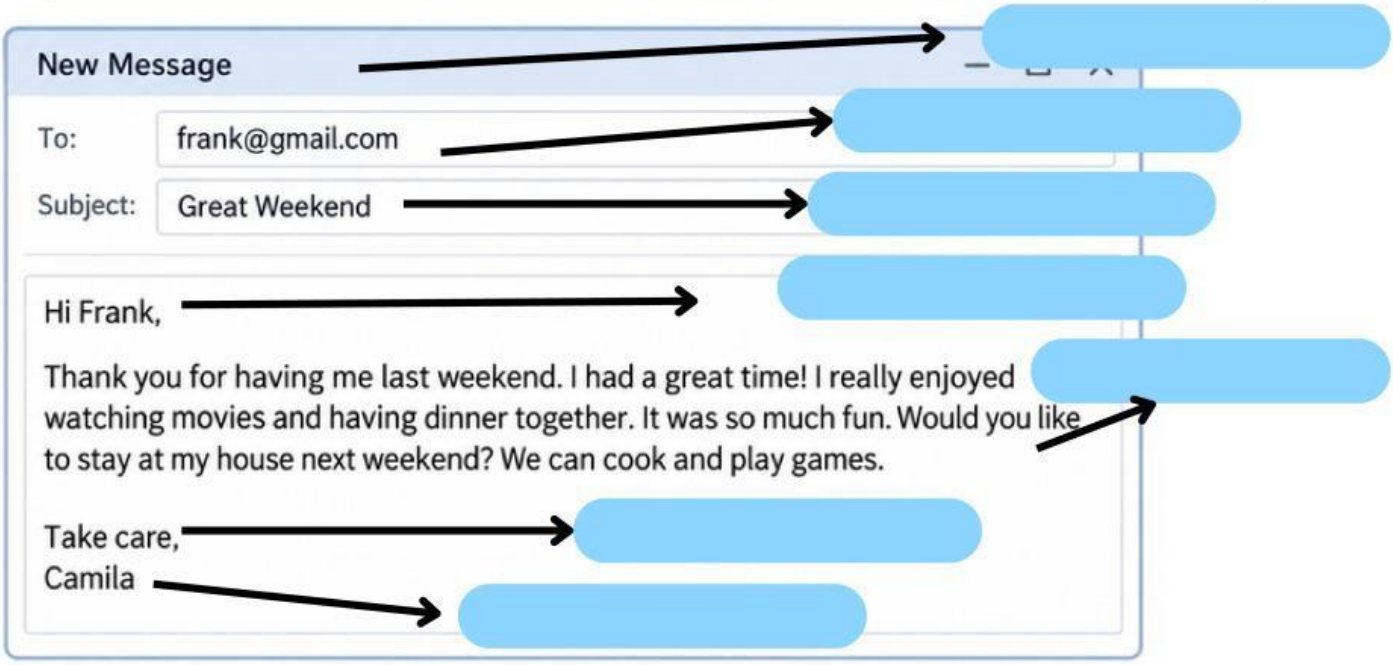
NAME: _____ DATE: _____

WRITING AN EMAIL

ACTIVITY 1:

Instruction: Look at the email and write the correct name of each part.



ACTIVITY 2:

Instruction: Follow the example and write your own email.

WRITE YOUR OWN EMAIL

New Message

To: _____ (Frank's email)

Subject: _____ (Write a short subject)

Hi Frank,

Thank you for _____ last weekend.
(thank him for the visit)

I had a _____ time!
(adjective: e.g., great, amazing, fun)

I really enjoyed _____.
(say what you enjoyed most)

It was _____.
(give a reason or add a comment)

Would you like to _____ next weekend?
(invite him to stay with you)

We can _____.
(say what you can do together)

Take care,

_____
(your name)

LIVEWORKSHEETS