

How to Write an Email

A2 Level English Practice

Name: _____

Class: _____

Part 1: The Parts of an Email

Read the email below. Write the correct letter (A, B, C, D, E) in the boxes next to each part of the email.

A. Clear Subject Line

B. Proper Greeting

C. Introduction Sentence

D. Main Body (The Message)

E. Closing & Full Name

To: mr.davis@school.edu

Subject: Question about missing assignment

Dear Mr. Davis,

This is Ali Yilmaz from your Tuesday morning English class.

I am writing because I was sick yesterday and I missed the lesson.
Could you please tell me what the homework is for next week? I want to finish it on time.

Thank you so much.
Sincerely,
Ali Yilmaz

Part 2: Match the Function

Draw a line to match the email part with its meaning.

Part 3: Write Your Own Email

Read the situation below and write an email to your teacher. Use all the correct parts (Subject, Greeting, Intro, Body, Closing) that we learned in Part 1.

Situation: You have an English project meeting with your teacher, Mrs. Smith, tomorrow at 14:00. However, you are feeling very sick and you need to go to the doctor.

Write an email to Mrs. Smith. Tell her who you are, explain your situation, and ask if you can do the meeting on Friday instead.

To: mrs.smith@school.edu

Subject: _____
