



PARTS OF EMAIL WRITING

SET 5



Name: _____ Class: _____ Date: _____

INSTRUCTION: Label the parts of the email correctly.

Labels to use:

Greetings

Body

Meaningful Closing

Closing

1. Hi Sarah,
2. I hope you are having a fantastic time at your new school.
3. I'm writing to tell you about my weekend.
4. On Saturday morning, I went to the bookstore with my brother.
5. We spent almost two hours looking for interesting storybooks.
6. After that, we had lunch at our favourite café near the park.
7. In the afternoon, I finished my science project.
8. I had to do an experiment about plant growth.
9. It was fun and I learned a lot from it.
10. In the evening, I watched a movie with my family.
11. We watched a funny comedy and laughed so much!
12. I'm planning to join the school's art competition next month.
13. I am practising my drawing every day after school.
14. It will be a challenge, but I'm excited to try my best.
15. Let me know what interesting things you do on weekends.
16. I would love to hear all about them!
17. Talk to you soon!
18. Your friend,
19. Sincerely,
20. From,



TIP: Read each sentence carefully.
Think about which part of the email it belongs to.

REMEMBER!

An email has four main parts:

Greetings

Body

Meaningful Closing

Closing



PARTS OF EMAIL WRITING

SET 3



Name: _____ Class: _____ Date: _____

INSTRUCTION: Label the parts of the email correctly.

Labels to use:

Greetings

Body

Meaningful Closing

Closing

1. Dear Alex, _____
2. I hope this email finds you well. _____
3. I am writing to invite you to my birthday party next Saturday. _____
4. We will have games, music and lots of food. _____
5. It will start at 3 p.m. and end at 6 p.m. _____
6. My house is at No. 12, Jalan Merpati, Taman Damai. _____
7. Please let me know if you can come. _____
8. I would be very happy to celebrate with you! _____
9. See you there! _____
10. Your friend, _____
11. Hi Teacher Farah, _____
12. I am sorry that I couldn't hand in my homework yesterday. _____
13. I was not feeling well and had a fever. _____
14. I have completed it today and attached it to this email. _____
15. Please let me know if you need any changes. _____
16. Thank you for your understanding. _____
17. Best regards, _____
18. Good morning, Parents, _____
19. This is a reminder that the school sports day is on 15th June. _____
20. Kindly prepare your child with proper sports attire and a water bottle. _____



TIP: Every email has four main parts.

Greetings – Body – Meaningful Closing – Closing