



1 Write an opening formula.

2 Introduction: Initial greetings and reason why you are writing

3 Body: Divided in two paragraphs. Information that you want to transmit.

4 Conclusion: Say what you expect from the person you are writing to.

5 Closing fomula, Signature

SUB

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Hi Mr. Reed, How are you?

I hope all is well and that you have a pleasant weekend. I'm writing you for a request.

Sara, the accountant, requested the budget numbers for fall quarter 2020 and 2019.

Could you send them to me?

Best,

Edna

Add attachment

Cancel

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SUB

**B** *I* U **A** **T**

Hello Pedro, how are you?

My name is Matilda. I´m 11 years old. I'm student in St Arthur Primary School, I live in Oxford, a beautiful city the southeast of UK.

I love reading books and travelling with my family. Last year, we travelled to Spain. We love Spain. My family is large, I have 10 cousins, 3 uncles and 2 aunts. I am very good at sports and my favorite is football.

What about you? Tell about your city and your family. What is your favorite sport? Do you like swimming?

Please write as soon as possible

Bye,  
Laura.

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**B** *I* U | | | | | | | | | | | | | | | |

Dear Pierre:

I hope you are well. I'm writing you to tell you about my family

I live with my mom, my dad and my older sister, we live in Texas. My mom's name is Carmen, she is a Spanish teacher, Michael is my dad's name, and he works in a bank. My sister Mary is 14 years old, and she goes to my school. We have a dog; his name is Rocket and we love him.

Write me soon and tell me about your family

Love

Kelly.

Add attachment

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2. Reordena los emails de forma correcta

SUB

**B** *I* U **A** **T**

Yours sincerely

Sandra

I hope you're fine, I'm writing you because I need something advices from you.

Thank you very much and write if you can.

Dear Emily:

I attached a document, can you read it and let me know if you have any comments? Do you agree with the argument? What would you change?

If you don't have time, just tell me and I'll understand, but if you have, please help me with it.

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Chris.

Hi Alberto:

Are you free next Monday afternoon after school? My parents say they'll buy a dictionary to help me learn new vocabulary. Do you think is a good idea?

You said that you help me with something after I start my classes. Can you still do that?

See you tomorrow at school

How are you? I am excited because next month I'm starting my beginner's classes to learn your language! I'm writing you to thanks for the meeting last week and to ask you some questions.}

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