

My Email Plan

Name: _____

Class: _____

What are you going to do this weekend? Plan an email to your friend.

1. How are you going to start the email?

2. What is this email about?

3. What are you going to do on Friday?

4. What are you going to do on Saturday?

5. Ask your friend a question about his weekend.

6. How are you going to end the email?