

3

Read and match.

Read the information about the structure of the email in **Activity 1**.
Match the sentences/definitions to words in the boxes.
Write the answers in your exercise book.

- 1 This part gives general information about the entrepreneur, the purpose and location of the company.
- 2 This part tells you about the nature of the business and how it benefits customers.
- 3 This part identifies the amount of money required and the period of repayment.
- 4 This part mentions the documents and proofs to be sent along with the email.

a attachments

b overview

c business description

d request