NAME : _____ CLASS : _____

A. **Read the example Email and <u>drag and drop</u> the useful expressions in the box provided.**

To	**: Alice@gmail.com**
Subject	**: Miss you a lot**
From	**: charlotte@hotmail.com**

Send | Attach

Hi Alice, ____

How are things? It's great to hear from you. I really miss you! That's an interesting project your teacher has given you. Why don't you write about the special day we had at school a month ago? ____

Everyone made or gave things to sell. There were cupcakes, bread, pizza, book, pictures and clothes. Our families came and we had a party. It was fantastic. We made £1,600! We gave all the money to help protect honeybees. A lot of the natural habitat for bees has gone because people have built houses and roads on it. We need to save the bees! ____

Good luck with your project. Please write back and tell me about it. ____

Bye! ____

Yours,
Charlotte ____

Salutation / Greetings	Ending sentence	Main body	Sign off	Signature	Introduction

LIVEWORKSHEETS