

Unit 2 Live Worksheet 2 – Structure of an email

Rearrange the jumbled contents of an email
and drag them in the correct boxes.

Dear Mr Ma

Regards
Cindy Yau
Cindy Yau
General Manager

We provide a wide range of services such
as venue decoration, photography and
filming, model arrangement, etc.

Also, would you like us to design
the event materials for you?

Please feel free to contact me if
you have any further questions.

Thank you for your email regarding
the organization of a beauty fair.

Attached please find the leaflet
for your reference.



complimentary
close

opening
salutation

body

closing

1

2

3

4

5

6

7

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