

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

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