

Write an Email to a Friend Worksheet #1

Part A: Draw a line to match the part of the email to the best example.

Informal Opening

Greeting Sentence

Detail Sentence

How I feel about job

Conclusion Sentence

Informal Closing

Bye,
George

I got a job as a
cashier at Jackson's.

I will email you soon
to let you know how it
is going.

How's it going?

Hi Maria,

I am so happy because
it is full-time.

Part B: Pick the correct reason to the feeling described.

1. I feel nervous about this job because

2. I feel happy about this job because

3. I feel excited about this job because

4. I feel scared about this job because

Part C: Carefully read the job advertisement below. Read the detail sentences below. Check the 4 sentences that match the job description. Read Carefully - ONLY 4 match it!

Harry's Hamburger Hut
Food Server position

Part-time \$15/hr. plus Tips
Weekends only
No Benefits
Training provided
On Bus Route



I got a job as a cashier at Harry's Hamburger Hut.

I will get training to do the job.

I will be getting \$15/hr. plus benefits.

I will work weekdays and weekends.

I will be earning \$15/hr. plus tips.

I got a job as a food server at Harry's Hamburger Hut.

I will be earning \$25/hr. plus tips.

I will be working part-time on the weekends.