

Writing Assessment

Write an Email

Name: _____

Date: _____

Task: Write an email in response to the email below. Include the email address, a subject, greeting, body, and closing. Write 3-5 sentences in the body section.

New Message

To | abcd1234@hotmail.com

Subject Summer School Registration

Co Bee

Good evening,

This message is for parents who would like their children to go to summer school.

Summer school begins July 10- Aug 23. Morning classes will be online and begin at 9:00 AM until 11:30 AM, afternoon classes will begin at 1:00 PM until 3:30PM.

Classes offered:

Grade 6/7/8	Math	Mon./ Wed.	9:00-11:30
Grade 7/8	Science	Mon./Thurs.	1:00-3:30
Grade 6/7/8	English	Tue./Wed.	1:00-3:30
		Thurs./Fri.	9:00-11:30

Please respond to this email with your child's name, grade and the subjects they will be studying.

Sincerely,

Secretary Jane

Write your response email below. The email is jane.doe@st.bernards.com

[illegible]