

Email # 1

Click & drag the text boxes to complete the email. Remember to use appropriate greetings & closings.

myteacher@carlosrosario.org

Cc Bcc

*

*

I'm sorry I didn't come to class yesterday. I was very sick. I can't come today. Can you please send me what I missed? Thank you very much!

*

I was sick yesterday.

John

Hey!!!

Best,

Love,

Dear teacher,

Sick Yesterday

Send



Email # 2

Click & drag the text boxes to complete the email. Remember to use appropriate greetings & closings.

myteacher@carlosrosario.org

Cc Bcc

*

*

I am confused about the homework. I don't understand what to do. Can you please help me?

*

See you,

CONFUSED!

Sarah

Good afternoon teacher,

Thank you,

Homework Question

Hi teacher

Send



Email # 3

Click & drag the text boxes to complete the email. Remember to use appropriate greetings & closings.

myfriend@gmail.com

Cc Bcc

*

*

Your birthday is next week! I want to take you out to celebrate. When are you free? We can go anywhere you want! Please let me know.

*

Hi Mary,

Your birthday is next week!

See you soon,

Birthday

Mark

Sincerely,

Send 

 

Email # 4

Click & drag the text boxes to complete the email. Remember to use appropriate greetings & closings.

mymanager@panera.com

Cc Bcc

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*

Can I talk with you after work tomorrow? I have some questions about next week's schedule. If today doesn't work, when is a good time for you?

*

Schedule Questions

Hi Mr. GREG,

Thanks

Mary

Good afternoon Mr. Greg,

QUESTIONS!!!

Sincerely,

Send 

 