1. What are the main differences between e-mails and letters? Write L (letter) or E (e-mail) next to each sentence:

1. You write your address (street/city or village/postcode) in the top right-hand corner.
2. You write your name and/or address in the first box before your composition.
3. In this type of composition, you don't include your name in your address.
4. You write the name of the person you are writing to in the second box.
5. You can send this text to other people. You just write their address in the box "carbon copy".
6. You write the date under the address.
7. You don't need to write the date.
8. You can tell the reader what your text is about in the "subject" box.
9. The greeting always begins with Dear... and we use a comma after it:

Dear Estefanía, Dear Mr Squires,

10. The greeting can begin with Dear... or Hi...:

Dear Estefanía, Hi Estefanía,

11. We use a comma after the greeting.
12. We say *Best wishes, / Regards,* with people we don't know much. But we say *Lots of love, / Love,* with close friends and relatives.
13. We sign the text at the end.
14. We write our name at the end.

2. Drag the following words and phrases in the corresponding place:

Regards,	It was great to hear from you.
Hi Sarah,*	We look forward to hearing from you.
Love,	Thanks for your e-mail.
Dear Herman,	Write soon!
That's all for now.	Best wishes,
Lots of love,	
Dear Mr white,	How are you? I'm fine.
Well, that's all my news.	Give my regards to your parents.
Give my love to your sister.	I look forward to hearing from you.
I hope you're well.	I hope to hear from you soon.
My mother sends her love.	Thank you very much for your letter of December 1st.
Write soon.	How's your family?

I have some good news. I'm writing to tell you about my last holidays.

LIVEWORKSHEETS

* This expression is used only in e-mails.

Greetings:

Introduction:

Conclusion:

Closing an e-mail:

(adapted from www.carmenlu.com)

LIVEWORKSHEETS