

## Parts of an Email About Joining a Class

Instructions: Drag the words below to the correct box at the side of the email to show the different parts of an email.

Closing

Opening

Subject

Body

To:  Show BCC

Cc:

Subject: Swimming Class Plain Text

Hey Mark,

I joined a swimming class. I am a bit nervous about swimming because I have always been afraid of deep water. But my boss is having a pool party in a few weeks and I need to learn how to swim. The classes are on Saturday afternoon from 9am – 10:30am at the downtown Aquatic Centre. The first class starts this Saturday. Would you like to join the class with me? It costs \$20 per class.

Email me if you want to join the class with me. We can take the bus to class together. Don't forget to bring a towel.

Talk to you soon,  
David

### Questions about the Email:

1. Who is the email from? David Mark Swimming Class
2. Who is the email for? David Mark Swimming Class
3. What is the subject of the email? David Mark Swimming Class
4. How does David feel about the class? sad happy nervous
5. When is the class? Saturday Aquatic Centre \$20
6. Where is the class? Saturday Aquatic Centre \$20
7. How much does each class cost? Saturday Aquatic Centre \$20