

## Email Sentence Order

**Instructions: Put the sentences in the correct order to make a good email response. Drag and drop the sentences and date.**

I am sorry but I cannot go to that appointment because I have my sister's wedding on that day.

Please email me with a different date and time.

I am available any day after December 8<sup>th</sup>.

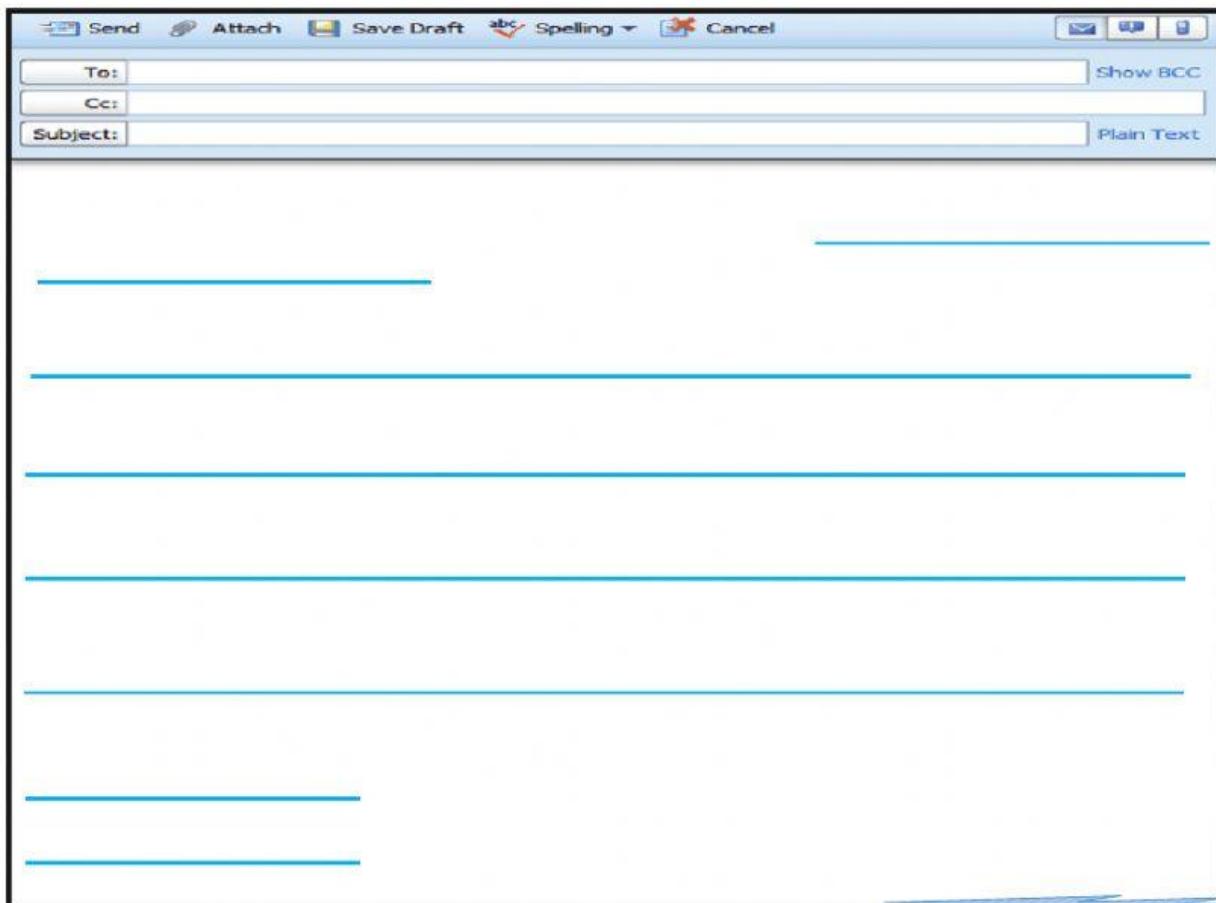
Thank you,

November 17, 2020

Dear Sara Sanderson,

Jane Smith

Thank you for emailing me about my biopsy appointment on December 8<sup>th</sup>.



The image shows a computer screen with an email client interface. The window title is "Compose". The toolbar includes "Send", "Attach", "Save Draft", "Spelling", and "Cancel". The message area has fields for "To:", "Cc:", and "Subject:", with "Plain Text" selected. Below the message area are ten horizontal blue lines, each corresponding to one of the ten sentence fragments listed in the task. The entire window is enclosed in a black border.