

## 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.

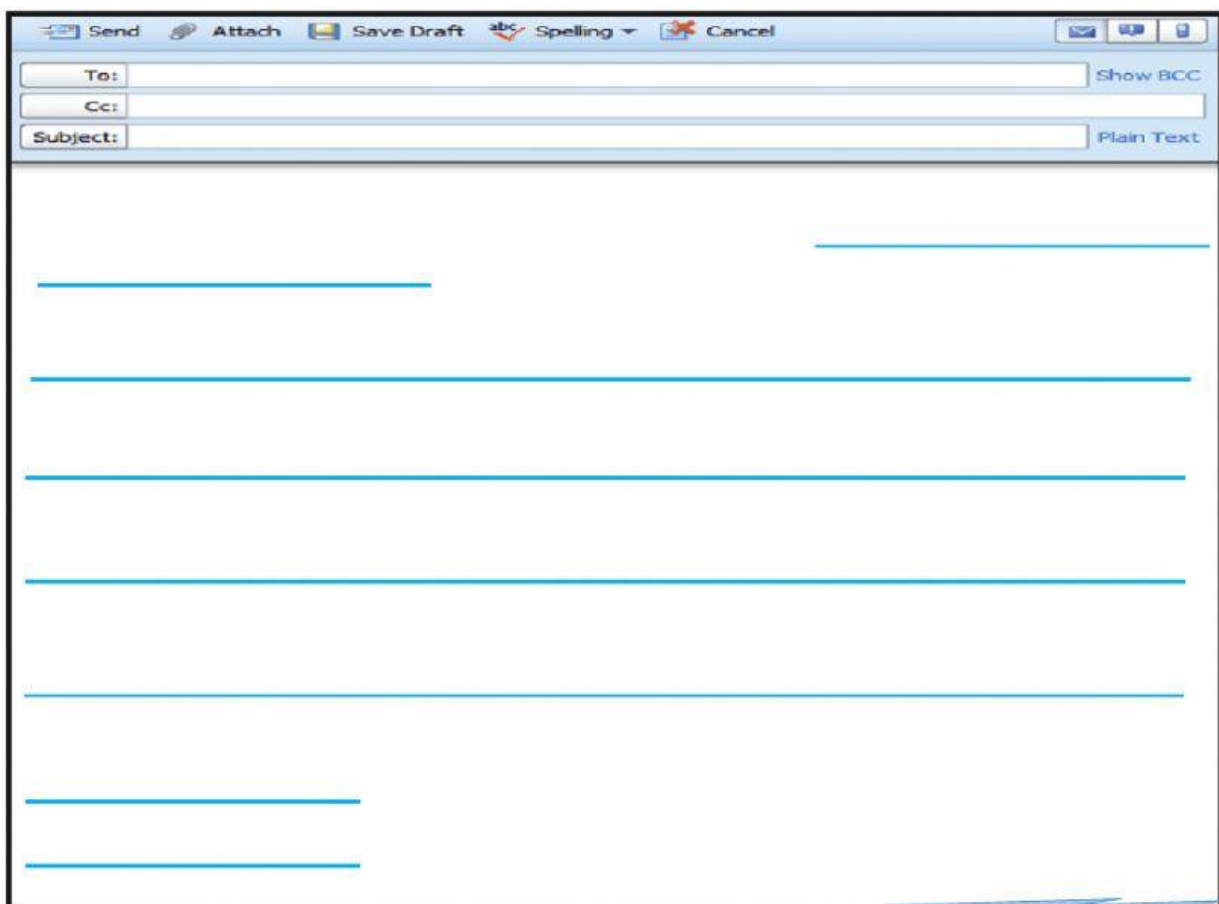
I am available any day after December 8<sup>th</sup>.

Thank you,  
Jane Smith

November 17, 2020

Dear Sara Sanderson,

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



The image shows a screenshot of an email composition window. At the top is a toolbar with icons and labels for 'Send', 'Attach', 'Save Draft', 'Spelling', and 'Cancel'. Below the toolbar are three input fields: 'To:', 'Cc:', and 'Subject:'. To the right of the 'To:' field is a 'Show BCC' button, and to the right of the 'Subject:' field is a 'Plain Text' button. The main body of the window is a large, empty text area with horizontal blue lines for typing.