

Organising your writing

Watch the video clip and then match the word to the meaning.

closing

Issue you want to talk about

proofread

The reason you are writing.

paragraph

The first sentence of your email.

greeting

The person that writes the email.

purpose

Dear Sir or Madam,

opening

The person that reads the email.

writer

The last sentence in your email.

reader

Check your email for mistakes.

topic

It's usually two or more sentences together.