

# 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.