

WORKSHEET

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Format of Communicative Messages Message and Email

Drag and drop the words given in the spaces below correctly.

Salutation to receiver	Receiver's email address	Your name & relationship	Your name & relationship	Body
Closing	Body	Closing	Salutation to receiver	Subject

Message

Dear Charles,

How are you? I would like to invite you to a food fair. It is held at KL Convention Centre on 4 July 2024.

See you there.

Your friend, Kelvin

Email

To alan@gmail.com

Subject A Trip to Melaka City

Dear Rizal,

I went to Melaka City recently. I spent several days with my cousins. We visited historic landmarks and went on a river cruise. I was happy because it was a fun holiday.

Bye for now.

Your cousin, Winston

Send