What is the first step in writing a formal letter?

- Leave two lines and address the recipient.
- Write an introduction explaining the purpose of your letter.
- State your main points clearly and concisely.
- Begin with your address and date.
- Type your name below your signature.

LIVEWORKSHEETS

How to Book a Flight Online

Enter your passport information.

Select your desired flight and fare.

Pay for your flight using a secure payment method.

Choose your travel dates and destination.

Print your confirmation email.

LIVEWORKSHEETS

Instructions:

Open your email program and click on "Compose" or "New Message." Enter the recipient's email address in the "To" field. Add a subject line that briefly summarizes your email. Type your message in the body of the email. Proofread your email for any errors. Click on "Send" or "Enter" to send your email.

What should you do before clicking "Send" or "Enter"?

- **Begin with your address and date.**
- **State your main points clearly and concisely.**
- **Write an introduction explaining the purpose of your letter.**
- **Proofread your email for any errors.**
- **Leave two lines and address the recipient.**

LIVEWORKSHEETS

How to Register for a College Course

Choose your desired courses

Submit your academic transcripts.

Take a placement test, if required.

Attend campus orientation.

Pay the registration fees.

LIVEWORKSHEETS

Instructions:

Spread mayonnaise on one slice of bread.
Place the cheese on top of the mayonnaise.
Place the ham on top of the cheese.
Top with the other slice of bread.
Cut the sandwich in half and enjoy.

What is the third step in making a sandwich?

- **Top with the other slice of bread.**
- **Place the cheese on top of the mayonnaise.**
- **Place the ham on top of the cheese.**
- **Spread mayonnaise on one slice of bread.**
- **Cut the sandwich in half and enjoy.**

LIVEWORKSHEETS

WORD GUESS!

The generic structure from the procedure text is...

LIVEWORKSHEETS

WORD GUESS!

THE CLUE!

The purpose of procedure text...

LIVEWORKSHEETS

RIDDLE

List ingredients in order of use

R I

How to write a ....

LIVEWORKSHEETS

How to Make a Cup of Coffee

Instructions:

1. Boil water in a kettle.
2. While the water is boiling, add coffee grounds to a coffee filter in a coffee maker.
3. When the water is boiling, pour it over the coffee grounds.
4. Let the coffee steep for 4-5 minutes.
5. Pour the coffee into a cup and enjoy.

COMMAND FROM THE TEXT

			R

ANSWER AT COMMENT

LIVEWORKSHEETS

How to Clean Your Home Effectively

..... tasks among family members for a more efficient process.

D _ L _ G _ T _

LIVEWORKSHEETS