

## Starting and ending an email

Begin with *Hi / Hello*.

Write a comma after the name, e.g. *Hi Jen, ...*

Write your name at the end, e.g. *Martin*.

### 4 Read the email. Circle the correct answer.

Hi Sam,  
I know you like cats. Well, our cat has got some kittens. Would you like one? They are cute. Three are black, two are black and white and one is grey. They haven't got names. They are very young! Kittens are easy to look after. They don't go for walks! They sleep a lot and they don't eat much. They're very friendly too. Can you ask your mum and dad? Let me know.  
Ben

1 Does Sam like cats?

Yes, he does. / No, he doesn't. Yes, they do. / No, they don't.

2 How many kittens are there?

There are three. / There are six. Yes, he can. / We don't know.

3 Have they got names?

Yes, they have. / No, they haven't.

4 Do they eat a lot?

Yes, they do. / No, they don't.

5 Can Sam have a kitten?

Yes, he can. / We don't know.

### 5 You have got some puppies. Write an email to a friend and offer him/her one of them. Use the words in the box or your own ideas.

black and brown  
cute, funny, friendly  
✓ special puppy food ✓ water ✗ milk  
sleep and play



|                      |       |
|----------------------|-------|
| start the email      | _____ |
| describe the puppies | _____ |
| food and drink?      | _____ |
| do?                  | _____ |
| ask mum and dad?     | _____ |
| end the email        | _____ |