

1.4

EMAIL INTRODUCTIONS

1 READING

A Read the email and label the parts.

Reason for writing: R

Greeting: G

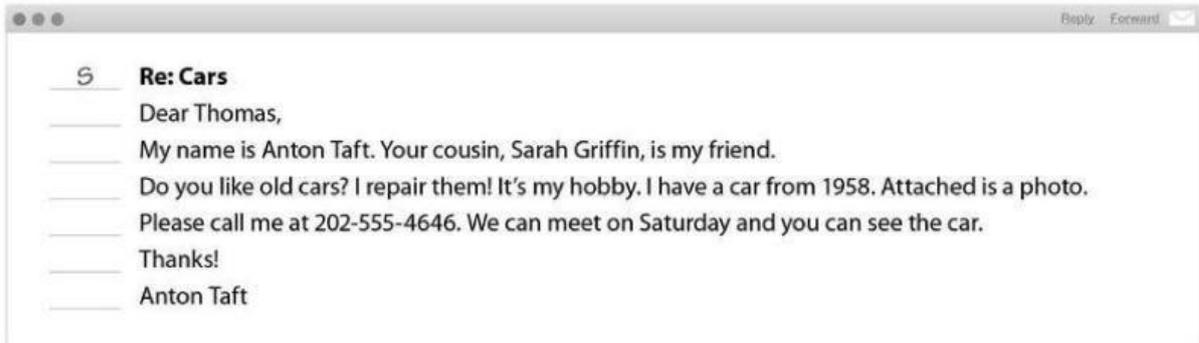
End of mail: E

Closing: C

Full name: F

Introduction: I

Subject: S



Re: Cars

Dear Thomas,

My name is Anton Taft. Your cousin, Sarah Griffin, is my friend.

Do you like old cars? I repair them! It's my hobby. I have a car from 1958. Attached is a photo.

Please call me at 202-555-4646. We can meet on Saturday and you can see the car.

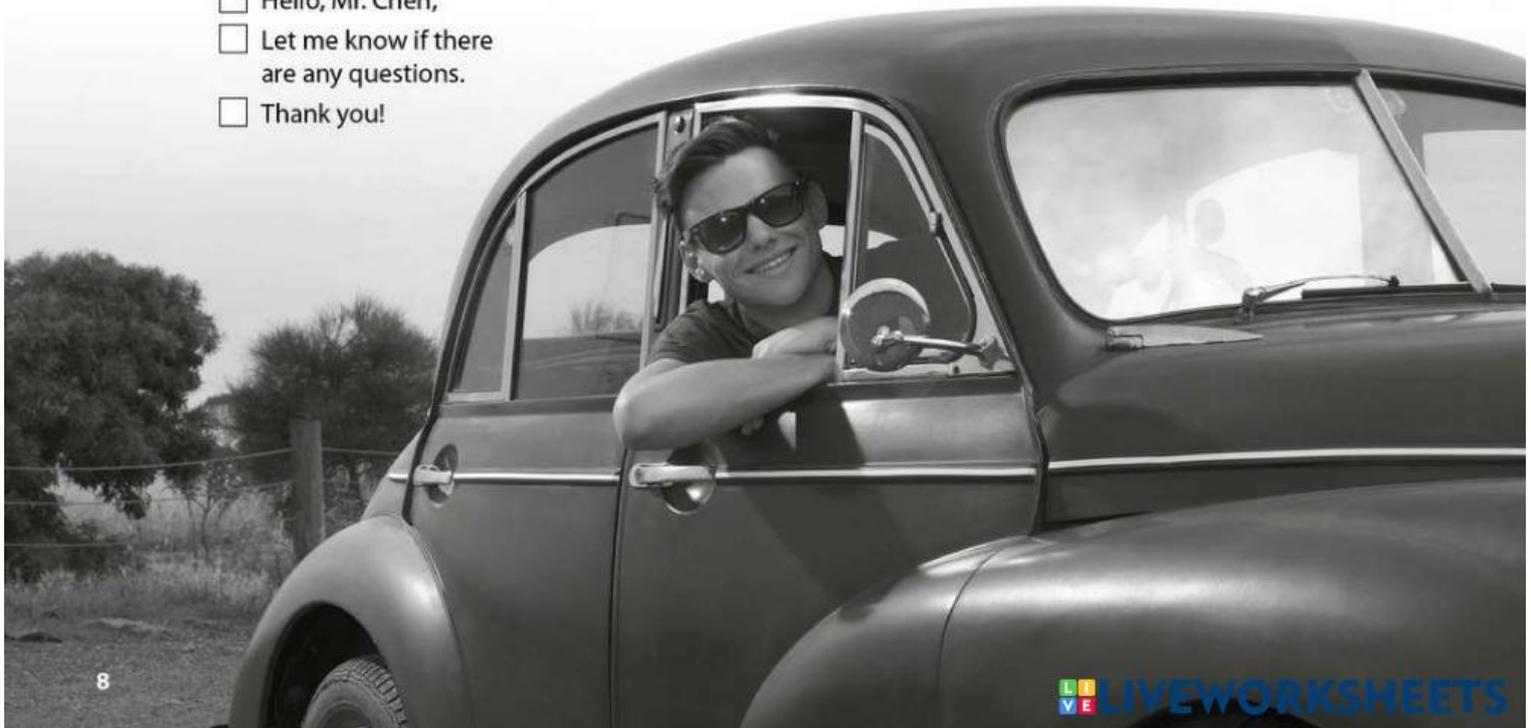
Thanks!

Anton Taft

2 LISTENING

A  1.01 **LISTEN FOR DETAIL** Listen to the voicemail message. Number the sentences in the order you hear them.

- I want to give you some information about the summer schedule. All departments follow the new schedule starting next week. The summer schedule is in this morning's email.
- My name is Cindy Clark, head of the human resources department.
- Hello, Mr. Chen,
- Let me know if there are any questions.
- Thank you!



3 WRITING

A Put the parts of the email in the correct order.

- I want to invite you to our first neighbors' meeting. Please find the agenda for the meeting included with this letter. The meeting is at my house.
- Rick Lock
- Dear Mrs. Albertson,
- My name is Rick Lock. I'm a neighbor of yours. Welcome to the neighborhood.
- Sincerely,
- Thank you very much for your time. I look forward to seeing you at the meeting.
- Re: Upcoming meeting

B Complete the email with your own ideas.

Reply Forward

Re: New weekend classes

1 _____ Mick,

I'm Roger from the gym. 2 _____ ?

I hope everything is great for you!

I want to invite you to my special dance classes on Saturdays and Sundays. We are starting 3 _____ . Please see the calendar included with this email.

I hope 4 _____ us.

5 _____ .

Roger Strong

CHECK AND REVIEW

Read the statements. Can you do these things?

UNIT 1	Mark the boxes. <input checked="" type="checkbox"/> I can do it. <input type="checkbox"/> I am not sure. I can ...	If you are not sure, go back to these pages in the Student's Book.
VOCABULARY	<input type="checkbox"/> talk about people I know. <input type="checkbox"/> name everyday things.	page 2 page 4
GRAMMAR	<input type="checkbox"/> use <i>be</i> . <input type="checkbox"/> use possessive adjectives.	page 3 page 5
FUNCTIONAL LANGUAGE	<input type="checkbox"/> greet people and start a conversation. <input type="checkbox"/> show interest and surprise.	page 6 page 7
SKILLS	<input type="checkbox"/> introduce myself in an email. <input type="checkbox"/> use capital letters.	page 9 page 9