Activity 2: Look at the email below and fill in the gaps with the different parts of the message from Activity 1.

a. _____ (from): katie.person12@email.com

b. _____ (to): professor.sands@email.com

c. _____: Project on variations of Spanish due 12th June

d. _____

Dear Professor Sands,

I hope you're doing well. This is an email to let you know that I've been having some personal issues these past couple of weeks so I've been unable to make some real progress on the project on variations of Spanish. It's due on 12th June which is next week, would it be possible to have an extension? Many thanks in advance.

Regards,

Katie Person

Activity 3: Look at the different phrases and decide whether they are greetings (used at the start of an email) or sign-offs (used at the end of an email).

Hi	Hello	Yours sincerely	Yours faithfully	Dear	Love from	Speak soon	Kind regards

Greetings	Sign-offs

Activity 4: Which of the greetings and sign offs are formal and which ones are informal? Write an 'F' for formal and an 'I' for informal next to each one.

1. Hi ☐
2. Hello ☐
3. Yours sincerely ☐
4. Yours faithfully ☐
5. Dear ☐
6. Love from ☐
7. Speak soon ☐
8. Kind regards ☐

LIVEWORKSHEETS