Scrambled Email 1 – Travel Notice and Card Use

Instructions for students: Put the sentences correctly to make a complete email.

LIVEWORKSHEETS

1. I want to use my bank card during my trip.
2. Dear Bank Manager,
3. Please make sure my card will work outside the country.
4. I am travelling outside Canada to Syria next month from May 29th to June 20th, 2025.
5. From: sh.malik@gmail.com
6. Thank you,
7. I look forward to hearing from you soon.
8. Subject: Travel Notice and Card Use Outside Canada
9. If you have any questions, please email or call me anytime.
10. My name is Shayyan Malik. I have a chequing account at your bank, and my account number is 123456789.
11. Phone: 780-123-4567
12. To: manager@gmail.com
13. Shayyan Malik

LIVEWORKSHEETS

Scrambled Email 2 – Request to Close Account

Instructions for students: Put the sentences correctly to make a complete email.

LIVEWORKSHEETS

1. I would like to close my bank account, because I am moving back to my country.
2. Waiting for your reply.
3. From: abrahma.t@gmail.com
4. Thank you,
5. Subject: Request to Close My Bank Account
6. I can come to the bank if needed.
7. Dear Bank Manager,
8. Phone: 780-123-4567
9. Abraham Tkele
10. To: manager@gmail.com
11. Please let me know what steps I need to take.
12. My name is Abraham Tkele. My account number is 123456789.

LIVEWORKSHEETS

Scrambled Email 3 – Appointment for Life and Home Insurance

Instructions for students: Put the sentences correctly to make a complete email.

LIVEWORKSHEETS

1. My name is Tina Tran. I have a chequing and savings account at your bank. My account # is 1256-635-9685.
2. Phone: 780-123-4567
3. From: tina.t@gmail.com
4. Can I make an appointment, please? I am available on weekdays after 3:00 p.m.
5. Waiting for your reply. Thank you,
6. Dear Bank Manager,
7. Subject: Appointment Request for Life and Home Insurance
8. To: manager@gmail.com
9. Tina Tran
10. I am planning to buy a new house and would like to buy insurance from your bank.
11. I would like to talk to someone about life insurance and home insurance.

LIVEWORKSHEETS

Scrambled Email 4 – Appointment to Discuss Extra Charges

Instructions for students: Put the sentences correctly to make a complete email.

LIVEWORKSHEETS

1. Dear Bank Manager,
2. Tina Tran
3. I would like to talk to you about them.
4. Subject: Request for Appointment to Discuss Extra Charges
5. Phone: 780-123-4561
6. From: tina.t@gmail.com
7. I saw some extra charges of $25 on my bank statement on April 28, 2025.
8. I hope to hear from you soon.
9. To: manager@gmail.com
10. Can I make an appointment to meet you, please? I am available on weekdays after 3:00 p.m.
11. Thank you,
12. My account number is 123456789.
13. I do not understand these charges.
14. My name is Tina Tran. I have a chequing account with your bank.

LIVEWORKSHEETS