

## Lesson 2 Using Computers

### A Write.

1.



\_\_\_\_\_

\_\_\_\_\_

2.



\_\_\_\_\_

\_\_\_\_\_

3.



\_\_\_\_\_

\_\_\_\_\_

4.



\_\_\_\_\_

\_\_\_\_\_

5.



\_\_\_\_\_

\_\_\_\_\_

6.



\_\_\_\_\_

\_\_\_\_\_

### B Write.

1.



She's already written the email, but  
she hasn't sent it yet.

2.



\_\_\_\_\_

\_\_\_\_\_

3.



\_\_\_\_\_

\_\_\_\_\_

**C** Look at **B**. Write.

1. Has she written the email yet?

Yes, she's written it.

2. printed the photos

3. downloaded

**Skills** Writing

**D** Circle *greeting* or *closing*.

1. Dear Kate,      greeting      closing

2. Write soon,      greeting      closing

3. Hi Aunt Linda,      greeting      closing

4. Your niece,      greeting      closing

**E** Write using greetings and closings from **D**. Then rewrite.

To: Kate Parker      Subject: Vacation

How was your vacation?

Aunt Linda

To: \_\_\_\_\_      Subject: \_\_\_\_\_

To: Aunt Linda      Subject: Re: Vacation

I had a great vacation! I went rafting  
with my family.

Kate

To: \_\_\_\_\_      Subject: \_\_\_\_\_