

English Worksheet: Cohesive Devices for Email Writing

Name: _____ Class: Form 1 Date: _____

Instructions: Fill in the blanks in the email below using the most suitable cohesive devices from the Word Bank. Each word or phrase can only be used once.

but	Anyway	because
Also	so	That's all for now

To: adam@email.com

Subject: My Birthday Party! ° ° _ _

Hi Adam,

I hope you are having a great week. (1) _____, I am writing to invite you to my 13th birthday party next Sunday.

The party will be held at my house at 4:00 p.m. There will be lots of food, like pizza and fried chicken. (2) _____, my dad ordered a massive chocolate ice cream cake! We plan to play video games in the living room, (3) _____ please bring your favorite console controller if you have one.

I really hope you can make it (4) _____ the party won't be the same without you. I asked Raju to come too, (5) _____ he is not sure yet because he might visit his grandparents.

(6) _____. Please let me know by Friday if you can come!

Your friend,
Zack

Teacher's Answer Key & Explanations

1. **Anyway** - Capitalized because it starts the sentence. It transitions from the social greeting to the main topic.
2. **Also** - Capitalized. Used to add more exciting information about the birthday party activities.
3. **so** - Lowercase. It links the plan (playing video games) to the logical resulting action (bringing a controller).
4. **because** - Lowercase. Explains the reason why Zack wants Adam to come to the party.
5. **but** - Lowercase. Used to show a contrast or obstacle regarding Raju's availability.
6. **That's all for now** - Capitalized. A friendly, informal closing phrase before signing off.