Writing an Informal Email

Here's an informal email. Read its various parts carefully, and then drag them onto their right places.

Writing Prompt: *Write an e-mail to your friend Khalifa to ask him for help with a new computer game. His e-mail address is: khalifa18@gmail.com*

Your e-mail should be clear and well organised.

Anyway, I must go now, I've got some homework to do

khalifa18@gmail.com

Actually, I'm writing because last night I downloaded a new computer game called War Chess but couldn't install it. I wonder if you could come this evening and install it for me.

Help with a New Computer Game

See you soon,
Hmood

hmood@edu.moe.om

Dear Khalifa,

How are you? I hope you're enjoying your time.

13/1/2021

Well, I've got a few spare minutes, so I thought I would send you an email.

From:	
To:	
Date:	
Subject:	

Commented [b1]: Greeting
- Use an informal greeting
e.g.: Dear Salim,

Commented [b2]: Introduction
e.g.: How are you? I hope the exams are going well. / I hope you're enjoying your break. ...

Commented [b3]: Paragraph 1
- Describe where you are and what you are doing in general.
e.g.: Well, I'm sitting here waiting for my mother.../ I've got a few spare minutes so I thought I would send you an email.

Commented [b4]: Paragraph 2
- Ask for the information that you want, or give the message that you want.
e.g.: I'm writing because I'd like to tell you something. / I'm really worried about your health; that's why I'm writing you this email.

Commented [b5]: Ending
- Think of a reason to stop writing.
e.g.: Anyway, I must go, I've got some homework to finish.

Commented [b6]: Signing off
- Say goodbye and sign your name.
e.g.: All the best, / Best wishes, / Bye for now, / See you soon, Ahmed

LIVEWORKSHEETS

Task ❷: ***Writing Prompt***: *Imagine that you were Ahmed. Your friend Salim is a drug user. Follow the model above (previous page) and write an e-mail advising him to quit this bad habit. His e-mail address is: Salim17@gmail.com .*

Your e-mail should be clear and well organised.

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To:	
Date:	
Subject:	

Commented [b1]: Greeting
- Use an informal greeting
e.g.: Dear Salim,

Commented [b2]: Introduction
e.g.: How are you? I hope the exams are going well. / I hope you're enjoying your break. ...

Commented [b3]: Paragraph 1
- Describe where you are and what you are doing in general.
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LIVEWORKSHEETS