

WORKSHEET: MY FIRST EMAILS IN ENGLISH

Level A1 - 6th Year Secondary School

Name: _____

Date: _____

Course: 6th Year _____

Exercise 1: Read and write the Subject line

Read the emails and invent a short *Subject line* (1 to 3 words) based on the message.

To: lucas@mail.com

Subject: _____

Hi Lucas,
Tomorrow is my birthday! Do you want to come to my party at 5:00 PM?
Bye,
Sofia

To: gomez.teacher@school.com

Subject: _____

Dear Mr. Gomez,
I cannot go to school today because I am sick.
Best regards,
Mateo

To: class6b@school.com

Subject: _____

Hello Class,
Remember to bring the English book for tomorrow's lesson.
Best,
Prof. Sara

Exercise 2: Opening & Closing Phrases

Complete the blanks using the correct phrase from the box:

[Bye | Dear | Hi | Sincerely]

1. _____ Mr. Harris, (Greeting / Formal)
2. _____ Sarah, (Greeting / Informal)
3. _____, John Smith (Closing / Formal)
4. _____, see you tomorrow! (Closing / Informal)

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Exercise 1: Read and write the Subject line

Read the emails and invent a short Subject line (1 to 3 words) based on the message.

To: lucas@mail.com

Subject: _____

Hi Lucas,

Tomorrow is my birthday! Do you want to come to my party at 5:00 PM?

Bye,

Sofia

To: gomez.teacher@school.com

Subject: _____

Dear Mr. Gomez,

I cannot go to school today because I am sick.

Best regards,

Mateo

To: class6b@school.com

Subject: _____

Hello Class,

Remember to bring the English book for tomorrow's lesson.

Best,

Prof. Sara

Exercise 2: Opening & Closing Phrases

Complete the blanks using the correct phrase from the box:

[Bye | Dear | Hi | Sincerely]

1. _____ Mr. Harris, (Greeting / Formal)
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4. _____, see you tomorrow! (Closing / Informal)

Exercise 3: Spot the Typos in Email Addresses

Find the typos in the following email addresses and write the correct version.

1. daavidjones@mailuni.cim

- **Error:** It says .cim instead of .com.
- **Correct:** daavidjones@mailuni.com

2. teachergeorge.school.com

- **Error:** _____
- **Correct email:** _____

3. student_aluno@gmail.con

- **Error:** _____
- **Correct email:** _____

Exercise 4: Put the Email in Order

Number the parts of this formal email from 1 to 4 in the correct order:

- () Sincerely, (Closing)
- () Dear Principal Smith, (Greeting)
- () Valentin Perez (Signature)
- () I am writing to ask for information about the school project. (Body)

FLASHCARDS: GREETINGS & CLOSINGS

Cut along the dashed lines to practice!

Dear Mr. / Ms. [Name]

[FORMAL GREETING]

Used in formal emails to teachers, principals, or professionals.

Hi [Name] / Hello!

[INFORMAL GREETING]

Used with friends, classmates, or family members.

Sincerely / Best regards,

[FORMAL CLOSING]

Polite and professional way to end a formal email.

Bye / See you tomorrow!

[INFORMAL CLOSING]

Friendly and casual way to finish an email to a friend.

Subject Line

[EMAIL HEADER]

Short summary of what the email is about (1-3 words).

Check for Typos!

[EMAIL TIP]

Always check the '@' symbol and '.com' ending before sending.

SOLUCIONARIO PARA EL DOCENTE (TEACHER'S ANSWER KEY)

Exercise 1 (Respuestas sugeridas):

1. Birthday Party / My Birthday / Party Invitation
2. Absence / Sick Today / Absence Note
3. English Book / Homework / English Class

Exercise 2:

1. *Dear* | 2. *Hi* | 3. *Sincerely* | 4. *Bye*

Exercise 3:

2. **Error:** Falta el símbolo '@' (arroba) entre el usuario y el dominio.
Correct email: teachergeorge@school.com
3. **Error:** Tiene escrito '.con' con N al final en lugar de '.com'.
Correct email: student_aluno@gmail.com

Exercise 4:

Orden correcto (de arriba hacia abajo): **3, 1, 4, 2**

- (3) Sincerely,
- (1) Dear Principal Smith,
- (4) Valentin Perez
- (2) I am writing to ask for information about the school project.