

NAME : _____ CLASS : _____

A. Read the example Email and drag and drop the useful expressions in the box provided.

To	: Alice@gmail.com
Subject	: Miss you a lot
From	: charlotte@hotmail.com

Send

Attach

Hi Alice,

How are things? It's great to hear from you. I really miss you! That's an interesting project your teacher has given you. Why don't you write about the special day we had at school a month ago?

Everyone made or gave things to sell. There were cupcakes, bread, pizza, book, pictures and clothes. Our families came and we had a party. It was fantastic. We made £1,600! We gave all the money to help protect honeybees. A lot of the natural habitat for bees has gone because people have built houses and roads on it. We need to save the bees!

Good luck with your project. Please write back and tell me about it.

Bye!

Yours,
Charlotte

Salutation / Greetings

Ending sentence

Main body

Sign off

Signature

Introduction