

**Identify General and Specific Information. Click the underline information in the correct columns.**

You received an e-mail from your aunt, who has heard about your new job.

Hi,

Congratulations on your new part-time job! What are you going to do and where will you be working? Are you excited about it?

I hope you enjoyed your job. Everyone is proud of you. We would like to hear more.

Write back soon!

<b>General Information</b> (Information which gives ideas what the topic is about and can be used to start your e-mail)	<b>Specific Information</b> (Information that you need to address/ answer)
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Complete the following e-mail of reply to your aunt by dragging and dropping the answers in the correct gaps.

To:					
Subject:					
Hi _____					
It's _____ to hear from you. _____ for your kind words. I got a job at the _____ near my school. They hired me to be the _____. I will be taking customers' _____ too.					
I love boba tea, and I am happy I get to work at a place that bring me _____. I'm excited and looking _____ to the experience. My first day of work is next _____. Do stop by to get a drink.					
_____					

Alicia	good	paulinekhoo@gmail.com	cashier	joy	Monday
Tea shop	forward	Aunt Pauline	Thank you	order	My new job