

Write an Email to a Friend Worksheet #1

Part A: Draw a line to match the part of the email to the best example.

Informal Opening

Bye,
George

Greeting Sentence

I got a job as a cashier at Jackson's.

Detail Sentence

I will email you soon to let you know how it is going.

How I feel about job

How's it going?

Conclusion Sentence

Hi Maria,

Informal Closing

I am so happy because it is full-time.

Part B: Pick the correct reason to the feeling described.

1. I feel nervous about this job because

2. I feel happy about this job because

3. I feel excited about this job because

4. I feel scared about this job because

Part C: Carefully read the job advertisement below. Read the detail sentences below. Check the 4 sentences that match the job description. Read Carefully - ONLY 4 match it!

<p><u>Harry's Hamburger Hut</u></p> <p><u>Food Server position</u></p> <p>Part-time \$15/hr. plus Tips</p> <p>Weekends only</p> <p>No Benefits</p> <p>Training provided</p> <p>On Bus Route</p>	
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I got a job as a cashier at Harry's Hamburger Hut.

I will get training to do the job.

I will be getting \$15/hr. plus benefits.

I will work weekdays and weekends.

I will be earning \$15/hr. plus tips.

I got a job as a food server at Harry's Hamburger Hut.

I will be earning \$25/hr. plus tips.

I will be working part-time on the weekends.