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 _____

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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!

Harry's Hamburger Hut

Food Server position

Part-time $15/hr. plus Tips

Weekends only

No Benefits

Training provided

On Bus Route



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.

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