

Writing Assessment

Write an Email

Name: _____

Date: _____

Task: Write an email in response to the email below. Include the email address, a subject, greeting, body, and closing. Write 3-5 sentences in the body section.

New Message

To: abcd1234@hotmail.com
Subject: Summer School Registration

Good evening,

This message is for parents who would like their children to go to summer school.

Summer school begins July 10- Aug 23. Morning classes will be online and begin at 9:00 AM until 11:30 AM, afternoon classes will begin at 1:00 PM until 3:30PM.

Classes offered:

Grade 6/7/8 Math	Mon./ Wed. 9:00-11:30
Grade 7/8 Science	Mon./Thurs. 1:00-3:30
Grade 6/7/8 English	Tue./Wed. 1:00-3:30 Thurs./Fri. 9:00-11:30

Please respond to this email with your child's name, grade and the subjects they will be studying.

Sincerely,

Secretary Jane

CLB 2/3 Writing Assessment - GTD- Email

Write your response email below. The email is jane.doe@st.bernards.com

A screenshot of a 'New Message' window. The window title is 'New Message'. The 'To' field is empty. The 'Subject' field is empty. The main message body area is large and empty, with several horizontal gray redaction bars. At the bottom, there is a toolbar with various icons for text formatting (bold, italic, underline, font, size, alignment, etc.) and a set of small icons for attachments, links, and other message options. A 'Send' button is at the bottom left, and a small set of three dots is at the bottom right.