

EVOLVE 2 WORKBOOK

ACTIVITY # 4

UNIT 1.4

CLASS:

STUDENT'S NAME:

TEACHER'S NAME:

DATE:

1.4

EMAIL INTRODUCTIONS

1 READING

A Read the email and label the parts.

Reason for writing: R

Greeting: G

End of mail: E

Closing: C

Full name: F

Introduction: I

Subject: S

5 **Re: Cars**

Dear Thomas,

My name is Anton Taft. Your cousin, Sarah Griffin, is my friend.

Do you like old cars? I repair them! It's my hobby. I have a car from 1958. Attached is a photo.

Please call me at 202-555-4646. We can meet on Saturday and you can see the car.

Thanks!

Anton Taft

2 LISTENING

A  1.01 **LISTEN FOR DETAIL** Listen to the voicemail message. Number the sentences in the order you hear them.

- ☐ I want to give you some information about the summer schedule. All departments follow the new schedule starting next week. The summer schedule is in this morning's email.
- ☐ My name is Cindy Clark, head of the human resources department.
- ☐ Hello, Mr. Chen,
- ☐ Let me know if there are any questions.
- ☐ Thank you!



3 WRITING

A Put the parts of the email in the correct order.

- ☐ I want to invite you to our first neighbors' meeting. Please find the agenda for the meeting included with this letter. The meeting is at my house.
- ☐ Rick Lock
- ☐ Dear Mrs. Albertson,
- ☐ My name is Rick Lock. I'm a neighbor of yours. Welcome to the neighborhood.
- ☐ Sincerely,
- ☐ Thank you very much for your time. I look forward to seeing you at the meeting.
- ☐ Re: Upcoming meeting

B Complete the email with your own ideas.

Ready | Compose

Re: New weekend classes

1 _____ Mick,

I'm Roger from the gym.² _____ ?

I hope everything is great for you!

I want to invite you to my special dance classes on Saturdays and Sundays. We are starting

3 _____ . Please see the calendar included with this email.

I hope⁴ _____ us.

5 _____

Roger Strong