

Final Exam

Writing Email in English

A. Organizing Email

Complete the sentences with the right word.

Deleted items / Junk email / Sent items /
Contacts / Inbox / Folders or tags with
names you decide / Drafts

1. Places to keep your emails so that
you can easily find them

2. Emails you do not want to keep

3. Adverts and emails from addresses
you do not know

4. Email addresses of the people you
know

5. Usually the first place emails
arrive

6. The emails you have sent to people

7. Emails you have started writing but
not sent

B Put the phrases in the right order to make sentences.

1. I / forward / meeting / you. / to / look

2. hearing / to / forward / look / you. /
from / We

3. to / speaking to / soon. / forward / you
/ I / look

4. on / forward / to / seeing / We / look /
Saturday. / you

5. look / possible. / your / to / receiving /
as soon as / reply / forward / I

C. Put the email in the right order.

- A. I can call you then if it is convenient.
- B. Nguyen Minh Chau
- C. Are you free to talk about it on the phone tomorrow at about 3.30?
- D. Head Teacher – Vietnam International School
- E. Could you please let me know?
- F. Dear Mr Chan,
- G. I look forward to hearing from you soon.
- H. With best wishes,
- I. Thank you for your last email.

D. Put the following elements of an email in the typical order.

- A. The writer thanks the reader for their email. Or if the reader does not know the writer, the writer explains who they are.
- B. The writer mentions some new information, which is not connected to the main topic of the email.
- C. The writer explains the topic/purpose of the email.
- D. The writer mentions their next communication with the reader.
- E. The writer greets the reader.
- F. The writer asks the reader to do something.

E.

Match the topics with the paragraphs or sections of the email.

reason for writing / request / greeting /
'look forward to' + ending / other news

1. Hello Mrs Hannan,
I hope you are well, and that you are
still teaching at Perrymead School.

2. As you may remember, I was in your
English class last year. I am now
applying for jobs, and I need to give
employers a reference. I am writing to
ask if you could possibly do this for
me.

3. Would you mind if I put your name on
my CV as a referee? Could you let
me know if this is possible?

4. I also have some good news: I am
engaged, and we're getting married
next February, so of course I am very
excited!

5. I look forward to hearing from you
soon.
With best wishes,
Elena Chaois
