

A formal email

Instructions: Drag and drop the phrases to the correct place of the email model.

 **New message** — ↗ ✕

To

Subject

SEND

       

⋮

Please send me information about... / I am writing to request information about...

Information about the job / Voluntary job

Best regards/ Regards

Dear Oxford University/ Dear Mrs. Evans / Dear Mr. Mills

I am friendly and kind. I love cooking. I can make people happy, I can sing and I can speak languages.

Factory.jobs@time.org