E-mail

Name:..... **Date:.....**

Connect with lines the concepts on the left with the parts of the email on the right.

Parts of e-mail
Greetings
Main paragraph 2
Signature
Opening paragraph
Goodbye
Main paragraph 1
Closing paragraph

Concepts
In this paragraph we «start» to say goodbye by wishing the other person well and asking them to reply to your email.
In this paragraph we deal with the first important point.
We sign the email with our name
If there is a different point to deal with, this paragraph will do so.
We react to the other person's news and ask them how they are feeling and whatever else you feel is appropriate.
We use a short expression to say goodbye.
We greet the other person.

Write the correct part of e-mail.

Hi Sandy, →

Thanks a lot for writing back. I'm also really excited about visiting you! →

On my first evening, I'd like to relax at home. I will probably be very tired from the trip, so I need to rest and get ready for the other days. Is that okay? →

As for climbing, I'm afraid I can't. I forgot to tell you, but I hurt my knee last week, so I can't do sport now. →

How about visiting some art galleries in your town? If you want, we could go. You know I love art! What do you think? →

Well, I have to go now, but please let me know what you think. →

Take care, →

Luis →

LIVEWORKSHEETS