










Lesson 2 Using Computers

A Write.

1. 	2. 	3. 
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
4. 	5. 	6. 
<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

B Write.

1. 	<u>She's already written the email but</u> <u>she hasn't sent it yet.</u>
2. 	<hr/> <hr/>
3. 	<hr/> <hr/>

C Look at **B**. Write.

1. Has she written the email yet?

Yes, she's written it.

2. _____ printed the photos

3. _____ downloaded

Skills Writing

D Circle *greeting* or *closing*.

1. Dear Kate, greeting closing

2. Write soon, greeting closing

3. Hi Aunt Linda, greeting closing

4. Your niece, greeting closing

E Write using greetings and closings from **D**. Then rewrite.

To: Kate Parker Subject: Vacation

How was your vacation?

Aunt Linda

To: _____ Subject: _____

To: Aunt Linda Subject: Re: Vacation

I had a great vacation! I went rafting with my family.

Kate

To: _____ Subject: _____