A formal email

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

✉ **New message**   — ↗ ✕

To   1

Subject   2

3

4

5

6

SEND   A ☺ ↓ ◫ 🖼 ⚭ ☆ 🗑   ⋮

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