

Look at the email and do the exercises to practise and improve your reading skills.

### Preparation

Choose three options. Tick (✓) all the correct answers.

People sometimes write thank-you emails ...

- |       |                                                  |
|-------|--------------------------------------------------|
| ..... | for a birthday present.                          |
| ..... | for a new baby.                                  |
| ..... | when someone helps you with something important. |
| ..... | when someone buys you a sandwich.                |
| ..... | when someone gets married.                       |
| ..... | for a Christmas present.                         |

tomsudger91@dsml.com

To:

Cc:

Subject:

Insert: [Attachments](#) [Photos](#) [Videos](#)

Tahoma 10 **B** *I* U 

Hi Susan

Thank you very much for the birthday present. I really need a new computer game, so it is perfect. You're very kind. :)

How are you? Good luck in your exams. I hope you pass with good marks.

Speak soon.

Tom xx

## 1. Check your understanding: true or false

Circle *True* or *False* for these sentences.

- |    |                                                |             |              |
|----|------------------------------------------------|-------------|--------------|
| 1. | Susan wrote this email.                        | <i>True</i> | <i>False</i> |
| 2. | It was Tom's birthday.                         | <i>True</i> | <i>False</i> |
| 3. | Susan bought Tom a computer game.              | <i>True</i> | <i>False</i> |
| 4. | Tom doesn't like the computer game.            | <i>True</i> | <i>False</i> |
| 5. | Susan has exams soon.                          | <i>True</i> | <i>False</i> |
| 6. | Susan's email address is sjbogard@twindle.com. | <i>True</i> | <i>False</i> |

## 2. Check your understanding: grouping

Write the sentences in the correct group.

had a birthday.	gave a birthday present.	wrote the email.
has exams soon.	received the email.	got a computer game.

Tom ...	Susan ...

## 3. Check your understanding: matching

Match the two sentence halves and write a–e next to the number 1–5.

- |                                      |                   |
|--------------------------------------|-------------------|
| 1..... Tom wrote an email            | a. birthday.      |
| 2..... Susan gave a birthday present | b. exams soon.    |
| 3..... It was Tom's                  | c. to Tom.        |
| 4..... Tom likes the                 | d. to Susan.      |
| 5..... Susan has                     | e. computer game. |

### Discussion

Who do you send emails to? How many emails do you send every week?