

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?