

Starting and ending an email

Begin with Hi / Hello.

Write a comma after the name, e.g. Hi Jen, ...

Write your name at the end, e.g. Martin.

4 Read the email. Circle the correct answer.

Hi Sam,
 I know you like cats. Well, our cat has got some kittens.
 Would you like one? They are cute. Three are black, two
 are black and white and one is grey. They haven't got
 names. They are very young!
 Kittens are easy to look after. They don't go for walks!
 They sleep a lot and they don't eat much. They're very
 friendly too.
 Can you ask your mum and dad? Let me know.
 Ben

1 Does Sam like cats? 4 Do they eat a lot?
 Yes, he does. / No, he doesn't. Yes, they do. / No, they don't.
 2 How many kittens are there? 5 Can Sam have a kitten?
 There are three. / There are six. Yes, he can. / We don't know.
 3 Have they got names?
 Yes, they have. / No, they haven't.

5 You have got some puppies. Write an email to a friend
and offer him/her one of them. Use the words in the box
or your own ideas.

black and brown
 cute, funny, friendly
 special puppy food water milk
 sleep and play



start the email	_____
describe the puppies	_____
food and drink?	_____
do?	_____
ask mum and dad?	_____
end the email	_____