

1.4

EMAIL INTRODUCTIONS

1 READING

A Read the email and label the parts.

Reason for writing: R

Greeting: G

End of mail: E

Closing: C

Full name: F

Introduction: I

Subject: S

Reply Forward

5 **Re: Cars**

Dear Thomas,

My name is Anton Taft. Your cousin, Sarah Griffin, is my friend.

Do you like old cars? I repair them! It's my hobby. I have a car from 1958. Attached is a photo.

Please call me at 202-555-4646. We can meet on Saturday and you can see the car.

Thanks!

Anton Taft

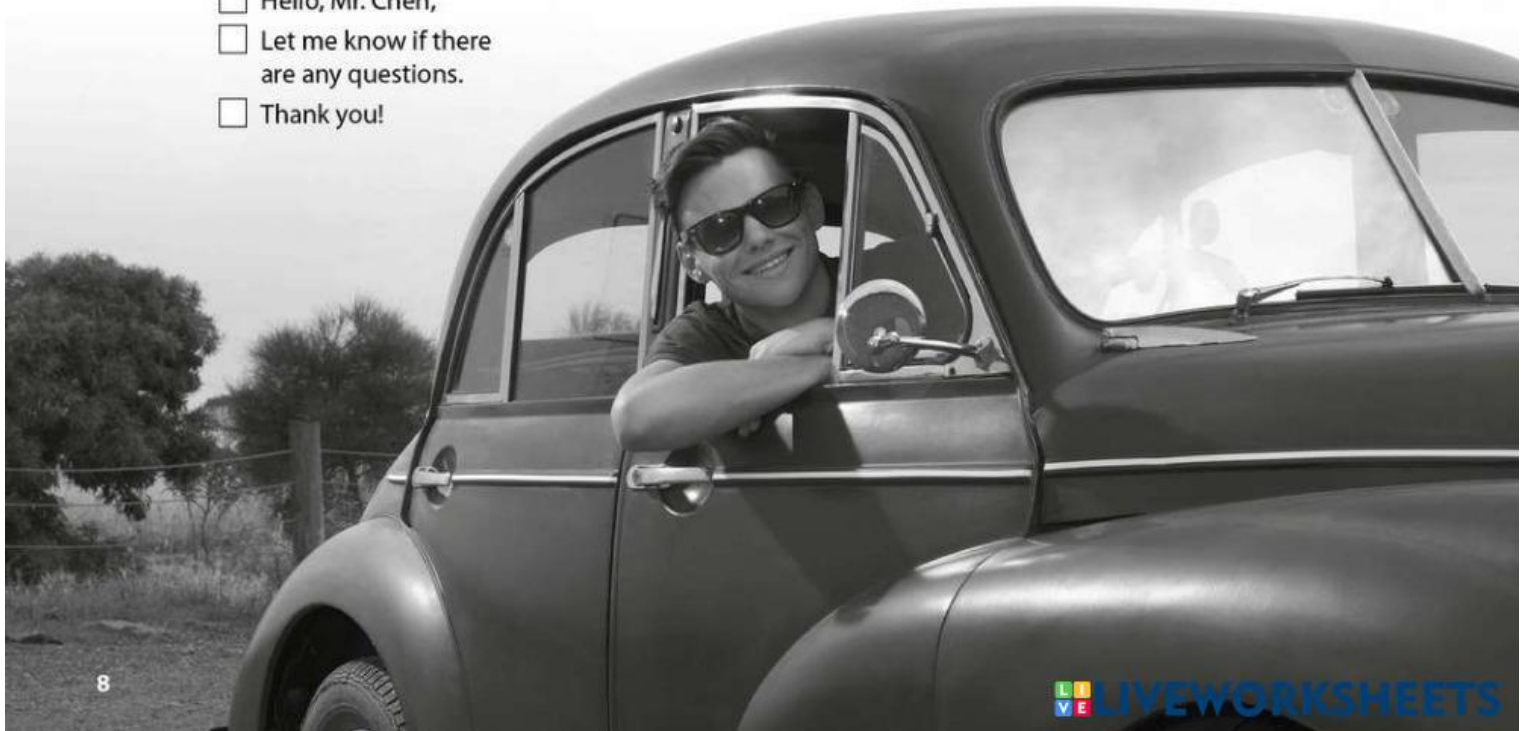
2 LISTENING

A  **1.01 LISTEN FOR DETAIL** Listen to the voicemail message. Number the sentences in the order you hear them.

- <
>

- ☐ I want to give you some information about the summer schedule. All departments follow the new schedule starting next week. The summer schedule is in this morning's email.
 - ☐ My name is Cindy Clark, head of the human resources department.
 - ☐ Hello, Mr. Chen,
 - ☐ Let me know if there are any questions.
 - ☐ Thank you!

>
<



3 WRITING

A Put the parts of the email in the correct order.

- ☐ I want to invite you to our first neighbors' meeting. Please find the agenda for the meeting included with this letter. The meeting is at my house.
- ☐ Rick Lock
- ☐ Dear Mrs. Albertson,
- ☐ My name is Rick Lock. I'm a neighbor of yours. Welcome to the neighborhood.
- ☐ Sincerely,
- ☐ Thank you very much for your time. I look forward to seeing you at the meeting.
- ☐ Re: Upcoming meeting

B Complete the email with your own ideas.

Reply Forward

Re: New weekend classes

1 _____ Mick,

I'm Roger from the gym. 2 _____ ?

I hope everything is great for you!

I want to invite you to my special dance classes on Saturdays and Sundays. We are starting 3 _____ . Please see the calendar included with this email.

I hope 4 _____ us.

5 _____ .

Roger Strong

CHECK AND REVIEW

Read the statements. Can you do these things?

UNIT 1

Mark the boxes. ☒ I can do it. ☐ I am not sure.

I can ...

If you are not sure, go back to these pages in the Student's Book.

VOCABULARY

- ☐ talk about people I know.
- ☐ name everyday things.

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page 4

GRAMMAR

- ☐ use *be*.
- ☐ use possessive adjectives.

page 3
page 5

FUNCTIONAL LANGUAGE

- ☐ greet people and start a conversation.
- ☐ show interest and surprise.

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page 7

SKILLS

- ☐ introduce myself in an email.
- ☐ use capital letters.

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page 9