



STUDENT: _____ GRADE: _____ DATE: _____



Reading and writing an e-mail

Maria can't come to work. Read the e-mail.

Untitled Message

File Edit Send

To: Bob@BBQGroup.com

Subject: Can't Come to Work

Dear Bob,

I'm sorry – I can't come to work today. My son David doesn't feel well. He has a sore throat. My daughter Kim has a stomachache. I also don't feel well. I have a headache. I have a doctor's appointment this morning.

Let's talk tomorrow.

Best wishes,
Maria

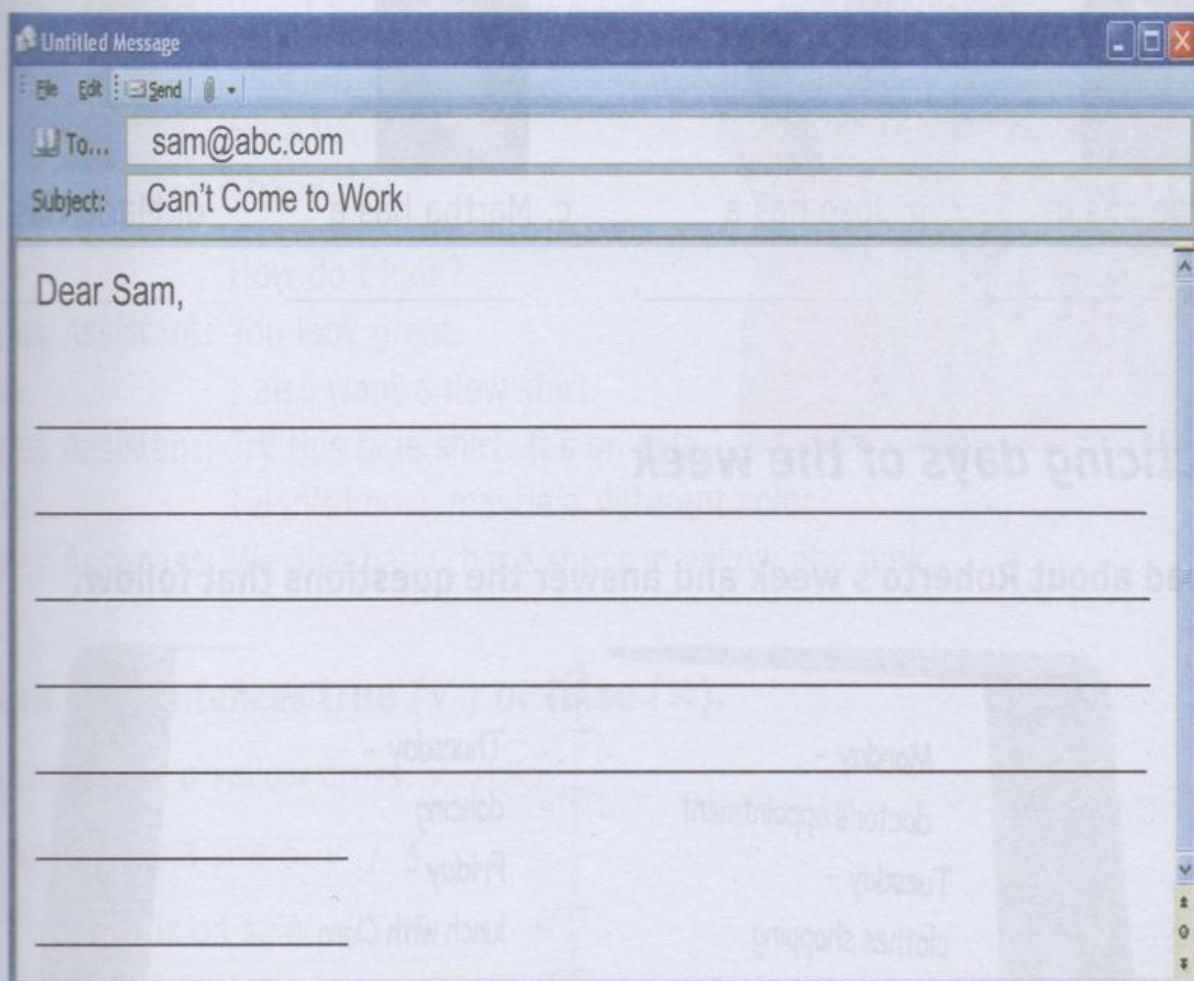
1. Complete the sentences with the words below.

has a stomachache • has a doctor's appointment
~~has a sore throat~~ • has a headache

- David has a sore throat.
- Kim _____.
- Maria _____.
- Maria _____ this morning.

2. Write an e-mail to your boss. Explain that you don't feel well. Use the words and phrases below to help you.

I'm sorry • I don't feel well • I have a headache/stomachache/sore throat
I have a doctor's appointment this morning/afternoon/evening
Let's talk this afternoon/tomorrow • Best wishes



The screenshot shows a classic Windows-style email client window titled "Untitled Message". The window has a menu bar with "File", "Edit", and "Send" (with a dropdown arrow). Below the menu bar, there are two input fields: "To..." containing "sam@abc.com" and "Subject:" containing "Can't Come to Work". The main body of the email is a large text area with horizontal lines for writing. The first line of the text area contains "Dear Sam,". The rest of the text area is empty, showing horizontal lines for writing. On the right side of the text area, there is a vertical scrollbar.

Talking about not feeling well

1. What's wrong with these people? Complete the sentences.



backache • stomachache • sore throat • headache



a. Jorge has a

b. José has a

c. Martha has a

d. María has a

_____.

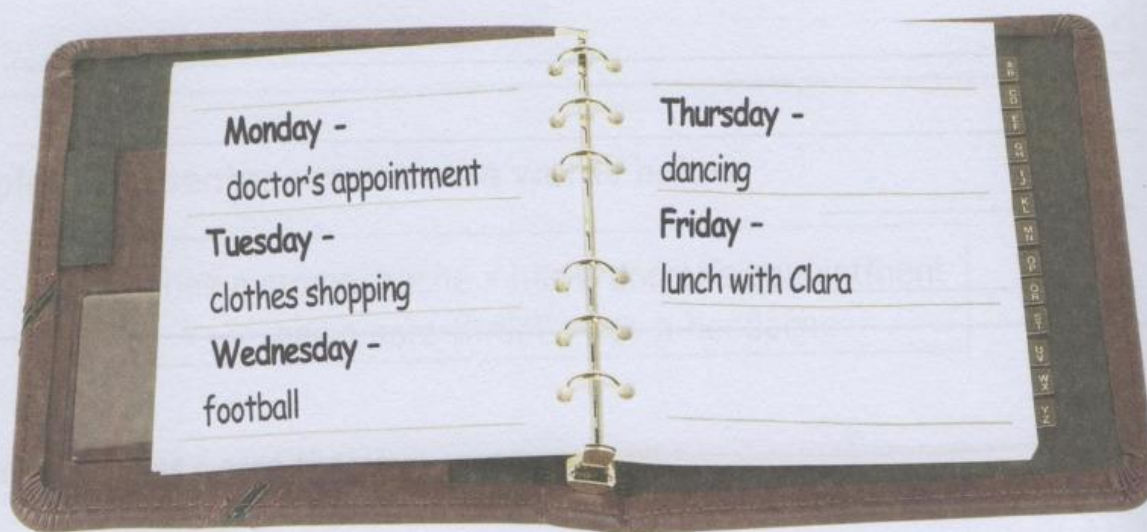
_____.

_____.

_____.

Practicing days of the week

Read about Roberto's week and answer the questions that follow.



1. Circle the correct word.

- a. Roberto goes shopping on Tuesday / Thursday.
- b. Roberto plays football on Monday / Wednesday.
- c. Roberto goes dancing on Tuesday / Thursday.
- d. Roberto is having lunch with Clara on Thursday/ Friday.
- e. Roberto has a doctor's appointment on Friday / Monday.