EXECUTIVE EMAILS

Zoom in, read the email and and then drag the correct paragraph into the correct box.

Mail

From: David Smith
To: Ms. Johnson
Subject: Strategic Partnership Proposal

Dear Ms. Johnson,
I hope this email finds you well.
My name is David Smith, and I'm the Business Development Manager at InnovateX. We've been following your company's impressive growth in the renewable energy sector with great interest. Given our shared vision for a sustainable future and InnovateX's expertise in cutting-edge energy solutions, we believe there's a strong potential for a strategic partnership between our two companies. I would be delighted to schedule a call next week to discuss this further and explore potential synergies. Please let me know your availability. Thank you for your time and consideration.

Sincerely, David Smith
Business Development Manager
InnovateX
david.smith@innovatex.com

Now it's your time to drag the correct paragraph into the correct box...

Identify and answer

- Identify the sender.
- Identify the recipient.
- What is the subject of the email?
- What is the purpose of the email?
- Locate the salutation and the closing. (in that order)
- Identify the call to action in the email.

SEP inglés
LIVEWORKSHEETS