

Scrambled Email 1 - Travel Notice and Card Use

Instructions for students: Put the sentences correctly to make a complete email.

[illegible]

1. I want to use my bank card during my trip.
 2. Dear Bank Manager,
 3. Please make sure my card will work outside the country.
 4. I am travelling outside Canada to Syria next month from May 29th to June 20th, 2025.
 5. From: sh.malik@gmail.com
 6. Thank you,
 7. I look forward to hearing from you soon.
 8. Subject: Travel Notice and Card Use Outside Canada
 9. If you have any questions, please email or call me anytime.
 10. My name is Shayyan Malik. I have a chequing account at your bank, and my account number is 123456789.
 11. Phone: 780-123-4567
 12. To: manager@gmail.com
 13. Shayyan Malik
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Scrambled Email 2 - Request to Close Account

Instructions for students: Put the sentences correctly to make a complete email.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

1. I would like to close my bank account, because I am moving back to my country.
 2. Waiting for your reply.
 3. From: abrahma.t@gmail.com
 4. Thank you,
 5. Subject: Request to Close My Bank Account
 6. I can come to the bank if needed.
 7. Dear Bank Manager,
 8. Phone: 780-123-4567
 9. Abraham Tkele
 10. To: manager@gmail.com
 11. Please let me know what steps I need to take.
 12. My name is Abraham Tkele. My account number is 123456789.
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Scrambled Email 3 - Appointment for Life and Home Insurance

Instructions for students: Put the sentences correctly to make a complete email.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

1. My name is Tina Tran. I have a chequing and savings account at your bank. My account # is 1256-635-9685.
 2. Phone: 780-123-4567
 3. From: tina.t@gmail.com
 4. Can I make an appointment, please? I am available on weekdays after 3:00 p.m.
 5. Waiting for your reply. Thank you,
 6. Dear Bank Manager,
 7. Subject: Appointment Request for Life and Home Insurance
 8. To: manager@gmail.com
 9. Tina Tran
 10. I am planning to buy a new house and would like to buy insurance from your bank.
 11. I would like to talk to someone about life insurance and home insurance.
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Scrambled Email 4 - Appointment to Discuss Extra Charges

Instructions for students: Put the sentences correctly to make a complete email.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

1. Dear Bank Manager,
 2. Tina Tran
 3. I would like to talk to you about them.
 4. Subject: Request for Appointment to Discuss Extra Charges
 5. Phone: 780-123-4561
 6. From: tina.t@gmail.com
 7. I saw some extra charges of \$25 on my bank statement on April 28, 2025.
 8. I hope to hear from you soon.
 9. To: manager@gmail.com
 10. Can I make an appointment to meet you, please? I am available on weekdays after 3:00 p.m.
 11. Thank you,
 12. My account number is 123456789.
 13. I do not understand these charges.
 14. My name is Tina Tran. I have a chequing account with your bank.
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