Name _____ **Email Etiquette**



Opening and Closing E-mails

DIRECTIONS: Sort the opening and closing words and phrases from most formal to least formal.

Dear Sir	Yours Sincerely	Cheers
Best Wishes	Regards	Dear Joe
Hi Joe	Yours Faithfully	All the Best

Openings	**Closings**

© 15Worksheets.com

LIVEWORKSHEETS