

■ INTRODUCING YOURSELF BY EMAIL

Writing Practice • Type your answers in the spaces provided.

YOUR TASK	Write an email to introduce yourself. Answer the questions and then use your ideas to write a complete email.
REMEMBER	Use complete English sentences. Check your spelling, capital letters and full stops before you submit.

PART 1 — PLAN YOUR IDEAS

1. What's your name?

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2. How old are you?

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3. Where are you from?

4. What language(s) do you speak?

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5. What do you like doing?

6. Do you have a pet?

PART 2 — WRITE YOUR EMAIL

Use your answers above to write a friendly email introducing yourself.

To: _____

Subject: Introducing Myself

Hi!

Bye for now!

From: _____

✓ BEFORE YOU SUBMIT

- I answered all six questions.
- I wrote complete English sentences.
- I checked my spelling.
- I used capital letters and full stops.
- I read my email one more time.