

NAME: _____ DATE: _____

WRITING AN EMAIL

ACTIVITY 1:

Instruction: Look at the email and write the correct name of each part.

New Message

To: frank@gmail.com

Subject: Great Weekend

Hi Frank,

Thank you for having me last weekend. I had a great time! I really enjoyed watching movies and having dinner together. It was so much fun. Would you like to stay at my house next weekend? We can cook and play games.

Take care,

Camila

Labels with arrows pointing to the corresponding parts of the email:

- New Message
- frank@gmail.com
- Great Weekend
- Hi Frank,
- Thank you for having me last weekend. I had a great time! I really enjoyed watching movies and having dinner together. It was so much fun. Would you like to stay at my house next weekend? We can cook and play games.
- Take care,
- Camila

ACTIVITY 2:

Instruction: Follow the example and write your own email.

WRITE YOUR OWN EMAIL

New Message

To: _____ (Frank's email)

Subject: _____ (Write a short subject)

Hi Frank,

Thank you for _____ last weekend.
(thank him for the visit)

I had a _____ time!
(adjective: e.g., great, amazing, fun)

I really enjoyed _____.
(say what you enjoyed most)

It was _____.
(give a reason or add a comment)

Would you like to _____ next weekend?
(invite him to stay with you)

We can _____.
(say what you can do together)

Take care,

(your name)