

Exercise 3: Spot the Typos in Email Addresses

Find the typos in the following email addresses and write the correct version.

1. daavidjones@mailuni.cim

• Error: It says .cim instead of .com.

• Correct: daavidjones@mailuni.com

2. teachergeorge.school.com

• Error: _____

• Correct email: _____

3. student_aluno@gmail.con

• Error: _____

• Correct email: _____

Exercise 4: Put the Email in Order

Number the parts of this formal email from 1 to 4 in the correct order.

() Sincerely, (Closing)

() Dear Principal Smith, (Greeting)

() Valentin Perez (Signature)

() I am writing to ask for information about the school project. (Body)

WORKSHEET: MY FIRST EMAILS IN ENGLISH

Level A1 - 6th Year Secondary School

Name: _____

Date: _____

Course: 6th Year _____

Exercise 1: Read and write the Subject line

Read the emails and invent a short *Subject line* (1 to 3 words) based on the message.

To: lucas@mail.com

Subject: _____

Hi Lucas,
Tomorrow is my birthday! Do you want to come to my party at 5:00 PM?
Bye,
Sofia

To: gomez.teacher@school.com

Subject: _____

Dear Mr. Gomez,
I cannot go to school today because I am sick.
Best regards,
Mateo

To: class6b@school.com

Subject: _____

Hello Class,
Remember to bring the English book for tomorrow's lesson.
Best,
Prof. Sara

Exercise 2: Opening & Closing Phrases

Complete the blanks using the correct phrase from the box:

[Bye | Dear | Hi | Sincerely]

1. _____ Mr. Harris, (Greeting / Formal)
2. _____ Sarah, (Greeting / Informal)
3. _____, John Smith (Closing / Formal)
4. _____, see you tomorrow! (Closing / Informal)