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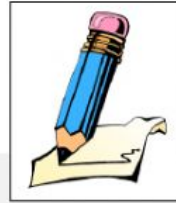
Email Informal Worksheet الملف

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SHORT COMMUNICATIVE ESSAY



TASK 1

Exercise 1 : Rearrange correctly the sample email below with the phrases below.

E-MAIL MESSAGE	
From : Joyah Jidin @gmail.com To : Granny @ gmail.com Subject : Missing shoes	
1. _____	Dear Granny,
2. _____	How are you? It's been ages not hearing from you.
3. _____	With lots of love from us all.
4. _____	Joyah Jidin
5. _____	We are looking forward to seeing you and Grandpa again.
6. _____	We had a lovely time with you in Terengganu. Thanks for looking after us so well. It was great to see our cousins and after such a long time.
7. _____	I think I might have left my new black shoes under the bed in the spare room at your house. Please could you look for me? If so, maybe you could bring them when you visit us in December?

Ending sentence

Signature

Sign off

Main body 1

Salutation/ Greeting

Main body 2

Opening sentence

Exercise 2 : Read the writing task below and then answer the questions that follow. Read the email from Sharina and underline the abbreviations.

E-MAIL MESSAGE
To : Auntie Mariam
Hello Auntie Mariam, How are you and Uncle Man? I want to invite you both to a party for Grandma and Grandpa's 50 th wedding anniversary!
We're having it on Saturday 26 th at that nice Thai's restaurant on Telawi St. We're inviting all of our relatives and some of Grandma and Grandpa's friend as well.
Our tables are booked for 8pm and I hope to see you there. Let me know if you can come .
Love, <i>Sharina</i>

Write a reply email to Sharina and circle the correct answers below:

- a) You are having a party for your grandfather's 50th birthday.
b) You are celebrating your grandparent's 50 years of marriage.
- a) You must write a formal email.
b) You must write an informal email.
- a) You will send the email to a member of your family.
b) You will send the email to someone you don't know.

Exercise 3 : Complete the email with the words below.

Dear	anniversary	7 pm	Thank you	party	Business trip
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E MAIL MESSAGE

To : Sharina

_____ (1) Sharina,

Thank you for your email. We are happy to hear from you, dear. We were just getting back from Langkawi on a _____ (2).

_____ (3) for arranging the celebration for Grandma and Grandpa's Wedding _____ (4). We will be coming to the _____ (5) celebration at the Thai's Restaurant that you have mentioned earlier.

We will be there at _____ sharp. We hope to meet all of you there.

Send our regards to Grandma and Grandpa ok.

Love,
Auntie Mariam

