

WRITING AN E-MAIL

STRUCTURE	
GREETING	<ul style="list-style-type: none">- Hello! How are you? I hope all is going on well.- Dear Lisa, how are things? I hope everything is right.- Hi Mr. Hain. How is all going on? I hope you are well.
PARAGRAPH 1 (Reason for writing)	<ul style="list-style-type: none">- I am writing to ask if- I am writing because...
PARAGRAPH 2 (What do you ask?)	<ul style="list-style-type: none">- Could you ... ?- Is it possible to ...?- Would you like to ...?
THANKS	<ul style="list-style-type: none">- Thank you- Thanks so much- Thanks in advance
CLOSING (Good bye)	<ul style="list-style-type: none">- All the best- Best wishes- See you soon
SIGNATURE (Name)	Marina

Homework tomorrow

minsa6@xtec.cat

Homework tomorrow

Hello Marina! How are you? I hope you are well.

I am writing because I don't remember what is the homework for tomorrow.
Can you please tell me which exercises do we have to do?

Thank you so much!

Best,

Alan

Enviar

