How to Write an Email About a Room

A1 · Writing · WORKSHEET

Name: _____ Date: _____

1. Identify the email part.

Choose the job each line does.

1. “Dear Mr. Santos,” [Greeting / Question / Closing]
2. “I am writing about the room near the university.” [Purpose / Closing / Age question]
3. “Is the room furnished?” [Question / Greeting / Closing]
4. “Thank you. Best regards, Paula” [Closing / Purpose / Question]

2. Choose the correct punctuation.

Questions need a question mark.

1. Where is the apartment___ [? / . / !]
2. How many people are in the house___ [? / . / !]
3. I am a student___ [. / ? / !]
4. Thank you___ [. / ? / !]

3. Plan your email.

Use short notes before writing.

1. Who are you writing to?
2. What room/home are you asking about?
3. Three questions you need answered
4. Two facts about you
5. Formal closing

4. Write the email.

Write 70–90 words. Keep the questions clear and polite.

4. Write the email. (continued)

1. Your email