How to Write an Email About a Keepsake

A1 · Writing · WORKSHEET

Name: _____ Date: _____

1. Identify the email part.

Choose the purpose of each line.

1. Hi Luis,
   Choices: greeting / past description / closing

   Answer: _____

2. The trip was wonderful.
   Choices: past description / greeting / subject line only

   Answer: _____

3. Do you remember that day?
   Choices: question to the reader / color word / date only

   Answer: _____

2. Plan the memory email.

Write notes before drafting.

1. Object + where it is from

2. When/where/who

3. Three details

4. Why you keep it + question

3. Write the email.

Write about 80–110 words with 2–3 short paragraphs.

1. Final email