Write an Introduction Email

A2 · Writing · WORKSHEET

Name: _____ Date: _____

1. Choose the correct sentence.

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1. Greeting:
   Choices: Hi Sam, / hi sam / Hi sam.

   Answer: _____

2. Introduction:
   Choices: My name is Ana and I’m from Puebla. / my name is ana and i’m from puebla / My name Ana I from Puebla.

   Answer: _____

3. Detail:
   Choices: I have two sisters and a brother. / i have two sisters and a brother / I has two sisters.

   Answer: _____

4. Closing:
   Choices: Best wishes, Ana / best wishes ana / Best wishes Ana.

   Answer: _____

2. Complete the email.

Write one word.

1. ___ Sam, (greeting)

2. My ___ is Ana. I’m from Puebla.

3. I ___ two sisters and a brother.

4. Best ___, Ana

3. Your email.

Write a short email to a new pen pal.

1. Write the greeting and introduce yourself.

3. Your email. (continued)

2. Write two details about yourself.

3. Write a question and a closing.