

Writing

Writing Activity 2

Write an email of five to seven sentences to thank someone you know for some ACTION she or he did that helped you or your family, friends, or community in some way. The helpful action might have been planned, or perhaps it just happened suddenly, such as in an emergency.

- Format your message so it matches a standard email.
- Greet the person using a greeting that shows how close you are to her or him.
- Give specific reasons for, and examples of, why you are thankful.
- End your email with a closing that is appropriate for the person you're thanking.
- Check to see if you used stative or progressive verbs correctly.

Use the space below to write your email. View the standard email example on the next page to help you format your email.

Important! Download and save this fillable PDF on to your computer, and then complete the task using the PDF that you saved on your computer.

Email example:

Subject:

From:

Greeting

Your message paragraph goes here.

Closing

Your name