

Writing

Writing Activity 1

Write an email of five to seven sentences to thank someone you know for SOMETHING the person bought or made for you, perhaps a present on a special occasion, or maybe a meal or event that the person paid for.

- Format your message so it matches a standard email.
- Greet the person using a greeting that fits his or her relationship to you.
- Give specific reasons and examples for why you are thankful.
- End your email with a closing that fits your relationship to 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