

Sending an Email | Template Activity

Name: _____

Teacher: _____

Date: _____

Using the email templates below, draft an email to your best friend, and another to your teacher. Think of the kind of language you would use. Feel free to use made-up email addresses if you don't know the real ones.

Email #1

To: _____

Cc: _____

Subject: _____

Send ▼

Email #2

To: _____

Cc: _____

Subject: _____

Send ▼