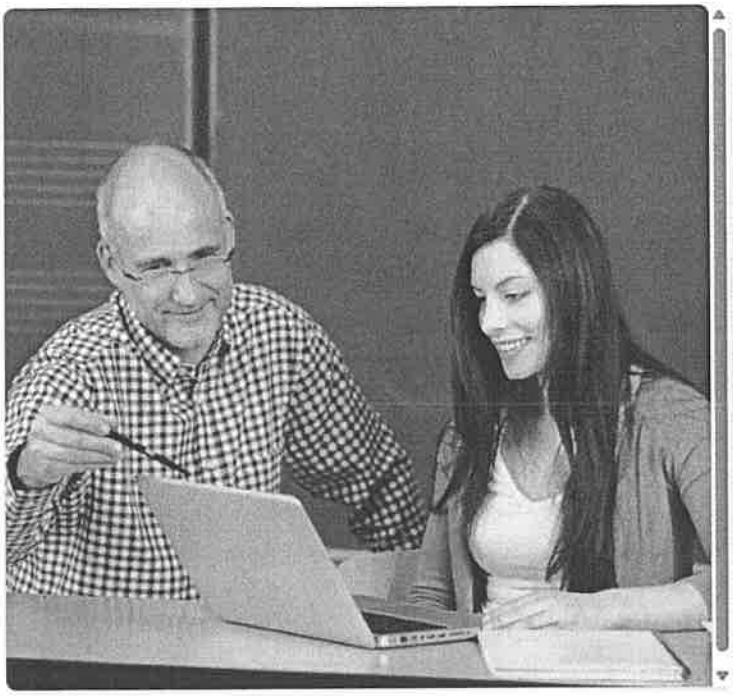


Who would say each sentence? Choose T for teacher or S for student.

1. I can't come to class on Monday.	T	S
2. There will be no class this Thursday night.	T	S
3. Can I give you my homework next week?	T	S
4. What pages should I read before class?	T	S
5. Please write to me if you have any more questions.	T	S
6. The test is next week. Study pages 13-26.	T	S



American History

article

class

course

Date:

Dear

download

email

first

From:

in class

link

Mrs.

Re:

respond

response

Sincerely

Subject:

To:

together

web page

welcome

work

Read and listen to the words and phrases. Then do the activity below.

Choose five words or phrases from the list. In your notebook, write a sentence about yourself using each word or phrase.

For example:
***Mrs.** Gold is teaching the **American History course**.*



Drag the words to complete the sentences.

American History | together | first | work | download | respond

1. Did you _____ to Mrs. Wong's email?
2. What was the _____ thing you did in English class today?
3. Welcome to the course on _____.
4. I can't see the web page because the link doesn't _____.
5. Let's do the English homework _____.
6. Please _____ and read the article before class.



Answer the questions with a partner.

1. Tony is writing an email to Karen. Whose name is in the From: line?

2. Yelena is reading an email from Michael. Whose name is in the To: line?

3. Mrs. McShane is writing an email to her students. She wants to welcome them to her class. What can she write in the Subject: line?

Read the email. Then do the task below.

File Edit View Tools Message Help

From: Rafael Diaz **Date:** January 16
To: Mrs. Betty Denby
Subject: Re: The first class

Dear Mrs. Denby:

I'm a student in your American History class.
I tried to download Article 1, but the link doesn't work.

Please tell me what to do.

Sincerely,

Rafael Diaz

Julie Lee is also a student in Mrs. Denby's class. She missed class because she went to the doctor and she doesn't know which article to read for homework. Copy and complete the email Julie sent to Mrs. Denby. Use Rafael Diaz's email to help you.

From: .....
To: .....
Subject: .....

Dear ..... ,

.....
.....
.....

.....
Julie



after class

assignment

at the end

before

busy

clear

could

for example

formal language

if that's OK

just

let me know

question

remember

send

short message

subject line

tip

write

Read and listen to the words and phrases. Then do the activity below.

Look at the categories below. Find words or phrases from the list that fit into the categories and write them in your notebook. Then compare with a partner.

For example:
WRITING EMAILS TO TEACHERS
assignment

EXPRESSIONS
let you know



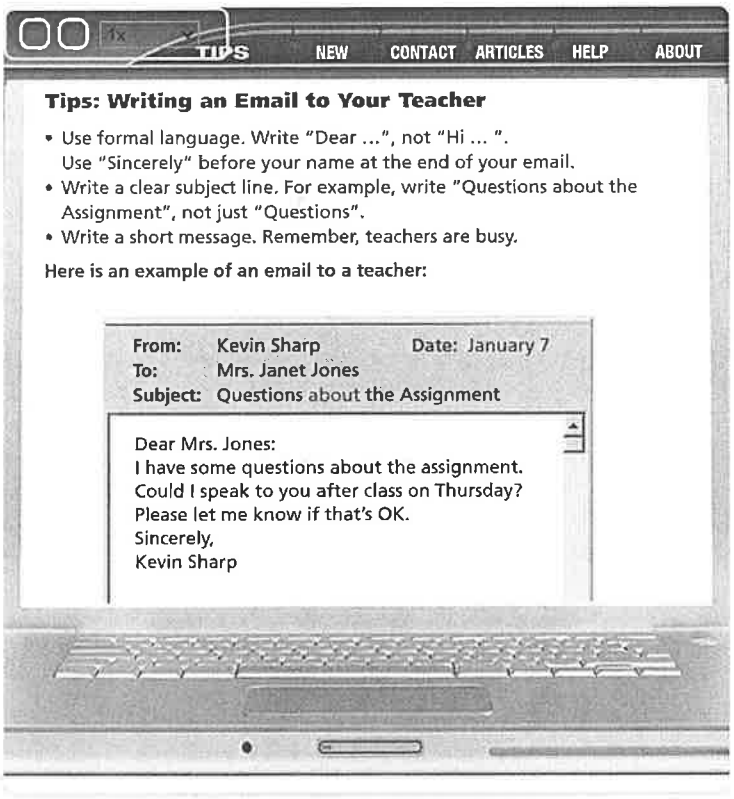
Match the words to their meanings.

1	subject line	☐	a. easy to understand
2	tip	☐	b. where you write what an email is about
3	busy	☐	c. information that can help someone
4	assignment	☐	d. having a lot to do
5	clear	☐	e. work the teacher gives the students to do
6	question	☐	f. something you ask



Tell your partner the following things.

1. ONE example of formal language in an email.
2. TWO tips you have for new students at your school.
3. THREE things you usually do at the end of the day.
4. FOUR things you are going to do after class today.



Read the web page. Then drag the words and expressions to complete the dialogue.

subject line | Let me know | short | tip | formal | write | at the end | Dear | questions

Jorge: I need to 1 [ ] an email to my teacher. Can you help me?

Kyra: Yes, of course! The first thing you need to do is write a clear 2 [ ].

Jorge: OK. I have some 3 [ ] about the homework assignment, so I'll write that in the subject line.

Kyra: Good. You also need to remember to use 4 [ ] language.

Jorge: What do you mean?

Kyra: You can't just write 'Hi Mrs. Walker'. You need to write ' 5 [ ] Mrs. Walker'. You also need to write 'Sincerely' 6 [ ] of the email.

Jorge: OK.

Kyra: I have one last 7 [ ]! Write a 8 [ ] message, because teachers are busy.

Jorge: Thanks for your help.

Kyra: No problem! 9 [ ] if you have any more questions.