

**Q1. Answer the questions:**

1. What personal information can you include in an email?

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2. What family information can you share in an email?

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3. What can you say about your school in an email?

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4. Why do we ask questions at the end of an email?

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5. Write one example of a good closing sentence.

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6. Write one example of a hobby you can include in an email.

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7. Write one question you could ask your new pen pal.

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8. Give one example of a short introduction sentence.

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9. Why is it important to keep an informal email simple?

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**Q2. Choose the right answer:**

1. How do we usually start an informal email?

- a) Dear Sir
- b) Hi / Hello
- c) Yours faithfully
- d) To whom it may concern

**2. How do we usually end an informal email?**

- a) Yours sincerely
- b) Best wishes
- c) Respectfully
- d) To conclude

**3. What should you include in an email of introduction?**

- a) Your personal information
- b) A school report
- c) A shopping list
- d) A newspaper article

**4. Which is correct in an informal email?**

- a) "To whom it may concern..."
- b) "I am writing to apply..."
- c) "How are you?"
- d) "Dear Mr. Smith"

**5. What do you ask if you want to know about someone's hobbies?**

- a) How much is this?
- b) What time is it?
- c) Where is the station?
- d) What do you like doing in your free time?

**Q3. Fill in the Blank (Best wishes, sport, Town, Playing, Hi / Hello)**

- 1. An informal email often begins with the word \_\_\_\_\_.
- 2. At the end of the email, we can write \_\_\_\_\_ before our name.
- 3. I usually spend my free time \_\_\_\_\_ computer games.
- 4. I live in a small \_\_\_\_\_ near the capital city
- 5. My favorite \_\_\_\_\_ is football because I play with friends every weekend.

**Q4. True or False**


- 1. In an informal email, we usually write to a close friend or new pen pal.
- 2. We must always use very formal words in an informal email.
- 3. It's a good idea to ask questions so the other person can reply.
- 4. We never write about our hobbies in an informal email.

**Answers:**

<b>Q1:</b> <ol style="list-style-type: none"><li>1. Your name, age, where you live.</li><li>2. You can write about your parents, brothers, or sisters.</li><li>3. You can write about your favorite subjects or teachers.</li><li>4. To make the other person reply and continue the conversation.</li><li>5. "Write back soon."</li><li>6. I enjoy painting.</li><li>7. What's your favorite food?</li><li>8. My name is Omar, and I'm 12 years old.</li><li>9. Because it's between friends, not for business.</li></ol>	<b>Q2:</b> <ol style="list-style-type: none"><li>1. B</li><li>2. B</li><li>3. A</li><li>4. C</li><li>5. D</li></ol>	<b>Q3:</b> <ol style="list-style-type: none"><li>1. Hi / Hello</li><li>2. Best wishes</li><li>3. Playing</li><li>4. Town</li><li>5. sport</li></ol>	<b>Q4:</b> <ol style="list-style-type: none"><li>1. True</li><li>2. False</li><li>3. True</li><li>4. False</li></ol>
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