

**Q1. Answer the questions:**

1. What is one way to start an informal email?

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2. What is one way to end an informal email?

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3. Give one question you can ask in an email.

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4. Give one piece of personal information you can share.

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5. Why should you ask questions in your email?

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6. What kind of tone should an informal email have?

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7. Write a sentence introducing your family in an email.

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8. Write a sentence introducing your hobby in an email.

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9. Write a closing sentence for an email.

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10. Why do we write informal emails?

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11. What is one difference between a formal and an informal email?

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**Q2. Choose the right answer:**

1. **How do you usually start an informal email?**
  - a) Dear Sir
  - b) Hi Ali,
  - c) To whom it may concern
  - d) Yours faithfully
2. **Which is a good way to introduce yourself?**
  - a) My name is Omar and I'm 12.
  - b) You know me already.
  - c) Guess who I am!
  - d) Just read my name.
3. **Which closing is best for an informal email?**
  - a) Yours sincerely
  - b) Best wishes,
  - c) Kind regards
  - d) Respectfully yours
4. **Which sentence asks about hobbies?**
  - a) Where do you live?
  - b) Do you like football?
  - c) What's your school like?
  - d) How's the weather?

**Q3. Fill in the Blank**

1. At the beginning of an email, we write a \_\_\_\_\_.
2. At the end of an email, we write a \_\_\_\_\_.
3. To make an email friendly, we often ask \_\_\_\_\_.
4. A good email includes information about \_\_\_\_\_.

**Q4. True / False**


1. An informal email should be very formal and serious.
2. Writing about your hobbies makes the email more interesting
3. You should always ask a question at the end to keep the conversation going.
4. "Hi" or "Hello" are good ways to start an informal email.

**Answers:**

<b>Q1:</b> <ol style="list-style-type: none"> <li>1. Hi [Name],</li> <li>2. Best wishes, / See you soon,</li> <li>3. What's your favorite subject at school?</li> <li>4. I live in Amman.</li> <li>5. To make the other person reply.</li> <li>6. Friendly and simple.</li> <li>7. I have one brother and one sister.</li> <li>8. I love playing basketball at the weekend.</li> <li>9. Write back soon!</li> <li>10. To keep in touch with friends or family.</li> <li>11. Formal is polite and serious; informal is friendly and simple.</li> </ol>	<b>Q2:</b> <ol style="list-style-type: none"> <li>1. B</li> <li>2. A</li> <li>3. B</li> <li>4. B</li> </ol>	<b>Q3:</b> <ol style="list-style-type: none"> <li>1. greeting</li> <li>2. closing / goodbye</li> <li>3. Questions</li> <li>4. yourself (e.g., school, hobbies, family)</li> </ol>	<b>Q4:</b> <ol style="list-style-type: none"> <li>1. False</li> <li>2. True</li> <li>3. True</li> <li>4. true</li> </ol>
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