

Q1. Choose the best answer:

1. Which greeting is best for an informal email?
 - a) Dear Sir
 - b) Hi Sara,
 - c) To whom it may concern
 - d) Yours faithfully
2. Which is NOT usually included in an informal introduction email?
 - a) Your hobbies
 - b) Your school subjects
 - c) The weather forecast for next year
 - d) Your family
3. Which closing is correct for an informal email?
 - a) Yours sincerely,
 - b) Best regards,
 - c) All the best,
 - d) Yours faithfully,
4. In an informal email, which sentence is better?
 - a) I would like to inform you that my father is a doctor.
 - b) My dad's a doctor.
 - c) The father of me is a doctor.
 - d) Profession of my father is doctor.
5. Which of these is a good way to start?
 - a) Thanks for your email!
 - b) Please accept this letter as my CV.
 - c) I am writing to complain about my hotel.
 - d) To whom it may concern.

Q2. Fill in the blanks

1. Hi Adam, I hope you ____ well.
2. I'm really ____ about your visit next month.
3. My favourite subject at school ____ Maths.
4. At the moment, I ____ for my exams.

Q3. True or False

1. Informal emails should always use "Dear Sir or Madam."
2. In an informal email, you can share your hobbies and recent news.
3. It's OK to give advice to the visitor (for example: bring warm clothes).
4. "Yours faithfully" is a common ending for an informal email.

Q4. Find the mistake and correct it:

1. "I am very boring about your visit."
2. "My brother study in Amman."
3. "We are live in an apartment."


Q5. Answer these 3 questions

1. What kind of town information can you give to a visitor?
2. Why do we use simple and friendly language in informal emails?
3. Which order is best for an informal email of introduction?

Answers:

Q1: 1. b) 2. c) 3. c) 4. b) 5. a)	Q2: 1. Are 2. Excited 3. Is 4. am studying	Q3: 1. False 2. True 3. True 4. False	Q4: 1. I am very excited about your visit. 2. My brother studies in Amman. 3. We live in an apartment.	Q5: 1. <i>Shops, tourist places, mountains, beaches, weather, etc.</i> 2. <i>Because we're writing to a friend, not for a formal purpose.</i> 3. <i>Greeting → introduce yourself → talk about family, hobbies, and town → give advice → closing</i>
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