

**Fill in the correct phrases for the situation.****① Greeting**

/ 1

You write to a company and you don't know the name of the recipient.

② Introduction / First paragraph

/ 1

Name one introduction phrase.

③ Main part

/ 5

Give two different sentence starters for the main part of your e-mail.

Give three different linking words/linking phrases for the main part of your e-mail.

④ Closing remark

/ 1

Give a last sentence, that makes clear that this is the end of your text.

⑤ Proper closing

/ 2

Give two proper closing phrases (e.g. deu: *Mit freundlichen Grüßen*), that you can use in an informal e-mail.

Pick the right answer.

/ 1

For a proper closing in a formal e-mail to an unknown person, you write:

- ☐ Yours sincerely,
☐ Yours faithfully,

Note

Punkte:

/ 11