

Das Gerüst für deine E-Mail:**Beginne mit einer Begrüßung bzw. Anrede.**

Danke dem Empfänger für seine E-Mail und / oder frage ihn, wie es ihm geht.

Nenne den Zweck deiner e-Mail: Warum schreibst du heute?

Führe deinen Inhalt aus

Füge eine abschließende Schlussbemerkungen hinzu, z.B. dass du dich auf eine Antwort freust, dass der andere bald zurück-schreiben soll o.ä.

Beende die E-Mail mit einem Schlusswort und deine Namen

Mach dir genau bewusst, was in der E-Mail vorkommen soll!

① **Wie kannst du deine E-Mail an deinen Freund / deine Freundin beginnen?**

- ☐ Dear Ladies and gentlemen,
- ☐ Dear ...
- ☐ Love ...
- ☐ Hi ...

② **Welche Schlussworte passen zu einer E-Mail an deinen Freund / deine Freundin?**

- ☐ Bye for now,
- ☐ Write back soon, please!
- ☐ Your
- ☐ Love,

③ **Find the missing words.**

(...) thank you for your e-mail. I'm afraid I can't come to the next actors' meeting - imagine: We're going to move to Decorah in two weeks. My parents' friends live there.

They want me to be friends with their [] Emily. But Tom, I don't even

[] her - I'm really worried about my parents' plans. Actually I like the green hills

and the fresh air [] the country, but I must sit in a []! Maybe

things are more difficult for me in Decorah? And everybody there is crazy about barrel races, [] know them? You must ride fast around big barrels with your horse

and they [] fall over. I think it isn't good for the horses, but Emily

[] barrel races. Maybe she can teach me how to ride, but without races. Anyway, I'm going to pack my things for Decorah soon.

What [] next weekend? Tell me if you are going to go to the movie theater? What else do you like about [] in the city?

Write back soon :-)

[] ,

Madison

