**Email Writing Worksheet**

**Subject:** Email Writing Practice

**Instructions:**

1. Review the scenario provided for each email.
2. Write a well-structured email based on the scenario.
3. Pay attention to the appropriate email format, tone, and content.

**Scenario 1: Thank You Email** You recently attended a networking event where you met a professional contact who provided you with valuable insights. Write a thank you email expressing your gratitude and summarizing what you learned.

**Scenario 2: Job Application Follow-Up** You've applied for a job and had an interview two weeks ago. Write a follow-up email to inquire about the status of your application and express your continued interest in the position.

**Scenario 3: Informal Invitation** You're planning a casual get-together with friends and want to invite them via email. Write an email inviting your friends, including the date, time, location, and any special instructions.

**Scenario 4: Asking for Information** You're researching options for a weekend getaway and are interested in booking a cabin at a particular resort. Write an email to the resort's customer service asking for more information about availability, amenities, and pricing.

**Scenario 5: Apology Email** You made a mistake on a project that affected a colleague's work. Write an apology email to your colleague, acknowledging the mistake, explaining what happened, and offering a solution to rectify the situation.

**Scenario 6: Formal Business Communication** You work for a company and need to inform a client about a delay in delivering a product. Write a formal email to the client, explaining the situation, providing a revised timeline, and expressing regret for any inconvenience.

**Scenario 7: Feedback Email** You recently purchased a product online, but it arrived with some defects. Write an email to the customer support team, detailing the issues you encountered and requesting a replacement or refund.

**Scenario 8: Expressing Condolences** A colleague has lost a family member, and you want to offer your condolences and support. Write a heartfelt email expressing your sympathy and letting them know you're there for them.

**Jumbled Email Arrangement Worksheet**

**a) Thank you for considering my request.**

**b) I am writing to formally request time off from work.**

**c) I apologize for any inconvenience this may cause.**

**d) I would like to request [Date] off for a family event.**

**e) Please let me know if there are any procedures I need to follow.**

**f) Looking forward to your understanding and response.**

**g) I believe I have fulfilled my responsibilities and assignments.**

**h) Sincerely,**

**i) [Your Name]**