Kingdom of Bahrain
Al-Falah Private Schools
General Administration- Educational Supervision
English Department
Academic year……

مملكة البحرين
مدارس الفلاح الخاصة
الإدارة العامة- الاشراف التربوي وضبط الجودة
قسم اللغة الانجليزية
العام الدراسي :.....

Worksheet No ( ) Module 8 lesson 5

Name ……..	**Title** : Study and writing skills P.84 , 85	**Date** ……
Semester : **2nd**	**W S type** : Assessment	**Class** : 2nd **secondary**.
Learning Outcomes: 1- To be able to write a formal email.		

Read the emails pages 84 and 85, then write an email for the following situation:

Ismail, a friend who is in the same class with you wants to go to the cinema with you next Thursday . You are unable as you are going to visit your grandfather, but you could go on Friday.

Dear Ismail,
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Best wishes,
Mohammed

Task focus		Organisation		Language Accuracy		Appropriateness		Total	
1.5		1.5		1.5		1.5			6

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Worksheet No ( ) Module 8 lesson 5

Name ……..	**Title** : Study and writing skills P.84 , 85	**Date** ……
Semester : 2nd	**W S type** : Assessment	**Class** : 2nd **secondary**.
Learning Outcomes: 1- To be able to write an informal email.		

Read the emails pages 84 and 85, then write an email for the following situation:

Your manager Mr. Sayed phoned you and asked for some files and waiting for your reply.

Dear Mr. Sayed,
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Yours sincerely,
Ahmed Ali

Task focus		Organisation		Language Accuracy		Appropriateness		Total	
1.5		1.5		1.5		1.5			6