

- ① In our global digital world, writing an email is the most widely used method of contacting others. On p.2 you will find an email, find labels for the following lines:
- l. 1:
 - l.2:
 - l.3:
 - l.4-5:
 - l.7-9:
 - l.10-15:
 - l.16-17:
- ② Collect content and vocabulary for the main body of an email (that is the sections between l. 3 - 17), highlight formal and informal language, as well as possible differences between English and other languages you might speak.

