



## Who's got emails?

1. Study the following emails. All four emails were sent to the same person. Who do you think this is? Who do you think wrote them? What differences do you notice between each email?

**Your presentation at the 23<sup>rd</sup> Toy and Game Conference**

• [coordinator@tng-conference.gl](mailto:coordinator@tng-conference.gl) Reply

\_\_\_\_\_

Thank you for submitting a proposal for the 23rd Toy and Game Conference.

\_\_\_\_\_ your proposal 'gab of the gift' has been accepted.

\_\_\_\_\_ the Conference schedule - this will tell you about the time of your presentation.

\_\_\_\_\_ send me your requests for any equipment.

\_\_\_\_\_ I wish you every success at the conference.

\_\_\_\_\_

Fred Bloggs  
Events Coordinator

**Schedule.pdf**  
35K [View](#) [Download](#)

[Reply](#) [Forward](#)

**Sherry?**

• [alf@alfheim.com](mailto:alf@alfheim.com) Reply

\_\_\_\_\_

\_\_\_\_\_ hear you're coming to town on 24th.

\_\_\_\_\_ come over for a sherry or two.

\_\_\_\_\_ a picture I took last time we met - can't believe it's a year ago already!

\_\_\_\_\_ catch up soon.

\_\_\_\_\_

Alf

**Up on the roof.jpg**  
7K [View](#) [Download](#)

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## Who's got emails?

**Give your deer a Christmas to remember!!!**

● [marketing@cervagra.com](mailto:marketing@cervagra.com) Reply

\_\_\_\_\_

\_\_\_\_\_ you too can get up to 77% off Cervagra. Cervagra is an effective potion for your reindeer. \_\_\_\_\_ Cervagra is manufactured in 5, 10 or 15kg blocks for treating aerial dysfunction.

Having been around for a lot longer, Cervagra has a great safety record and proven effects that start acting in 30 minutes and last for about 5 hours.

\_\_\_\_\_ click here to visit our website [www.cervagra.com](http://www.cervagra.com)

\_\_\_\_\_

Cervagra Marketing

Reply Forward

**My present**

● [sally@gmail.com](mailto:sally@gmail.com) Reply

\_\_\_\_\_

My best friend is called Alma. My favourite sport is riding my bicycle. My teacher is Mr Ruddock and I have a dog called Simba. For Christmas \_\_\_\_\_ bring me an iPad.

\_\_\_\_\_ some questions: How many presents do u wrap every year? Where do u go in summer? How many helpers have u got?

\_\_\_\_\_

Sally

Reply Forward

2. Each email has a space for you to add any additional words or sentences. Sometimes this is not necessary. Decide which spaces need to be completed and enter the missing words.