— Email Writing —

How the Instruction Looks Like

Read a description of a situation. Then write an e-mail about the situation. You will have nine minutes. You should aim to write at least 100 words. Write using complete sentences.

Template:

Dear **<Recipient Name>**,

I have heard that **<1st Question Segment>**. I am writing this email to you to **<2nd Question Segment>**.

Firstly, **<3rd Question Segment>** should be a great point in this context.

Secondly, **<4th Question Segment>** would be another important point to think about.

Thirdly, **<5th Question Segment>** could be a great option to consider.

Let's discuss these ideas further. Your feedback on these initiatives would be valuable. Looking forward to your response so we can move forward with these suggestions.

Best regards,
Alex

What's Next?

See the next page's **"How to Use Email Writing Template?"** section.

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How to Use Email Writing Template?

Step 1: First, identify the key parts of the question text *(recipient name, 1st segment, 2nd segment, etc.)*. Here's an example question. See how you can find out and mark the key components:

Question:
The local animal shelter is aiming to increase awareness and support for animal welfare within the community **(1st Segment).** You are an animal welfare advocate and volunteer at the shelter, and you would like to make suggestions to the shelter's management. Write an email to *Mr. Johnson,* **(Recipient Name)** the shelter director, *proposing three suggestions for ways to raise awareness and support for animal welfare* **(2nd Segment).** Your suggestions must focus on the following three themes:
   - *Organizing community pet adoption fairs* **(3rd Segment)**
   - *Creating educational programs on responsible pet ownership* **(4th Segment)**
   - *Developing partnerships with local businesses for fundraising events* **(5th Segment)**
   You should include all three themes. Provide supporting ideas for your suggestions.

Step 2: If the *'Recipient Name'* is not given, use any name. Example: "Dear Mr. Thomas".

Step 3: Modify the *'1st Segment'* accordingly. Example: From "The local animal shelter ...." to "I have heard that the animal shelter...".

Step 4: Modify the *'2nd Segment'* accordingly. Example: From "proposing three suggestions ..." to "I am writing this email to you to propose ..."

Step 5: Most probably, you don't need to change the 3rd, 4th, and 5th segments.

Step 6: Finally, we'll just fill up the blanks appropriately.

** **Full tips and tricks link: https://onepte.com/pte-email-writing-template/**