



# Business Email Writing

Reading Worksheet — Level C | [tahricteaches.com](http://tahricteaches.com)

Many people write a business email every day at work. A business email is a short message you send on a computer or phone. It is more polite than a text to a friend. Good email writing helps people understand you and trust you.

A good email starts with a **greeting**. You can write "Dear Mr. Lee" or "Hello Anna." This is a polite way to say hello. After the greeting, you tell the person why you are writing.

Every email needs a clear **subject** line at the top. The subject tells the reader the main idea in a few words. For example, you can write "Meeting on Monday." A good subject helps a busy person know what your email is about.

In the body, write short sentences and be **polite**. Ask your question or give your news. If you want something, say "please." If someone helps you, say "thank you." Always check your spelling before you send the email.

At the end, you write a **closing**. You can write "Best regards" or "Thank you," and then your name. A clear and kind email shows that you are **professional**. With practice, writing business emails becomes easy and fast.

## A. Vocabulary

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|----------------------|---|
| 1. email ____        | a. way you put letters together to make a word        |
| 2. greeting ____     | b. to add a file or photo to an email                 |
| 3. subject ____      | c. words you send to tell someone something           |
| 4. polite ____       | d. kind and respectful in words and actions           |
| 5. closing ____      | e. message you send to someone on a computer or phone |
| 6. professional ____ | f. polite words you use to say hello at the start     |
| 7. message ____      | g. short line at the top that tells the main idea     |
| 8. reply ____        | h. polite words you write at the end before your name |
| 9. attach ____       | i. doing work in a serious and correct way            |
| 10. spelling ____    | j. answer you send back to an email                   |

## B. True or False

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- |  |   |
|--|---|
| ___ 1. A business email is more polite than a text to a friend.  | ___ 2. You should start an email with a greeting.                     |
| ___ 3. The subject line goes at the end of the email.            | ___ 4. A good subject line helps a busy person understand your email. |
| ___ 5. You should write very long sentences in a business email. | ___ 6. You can say "please" when you want something.                  |

\_\_\_ 7. It is not important to check your spelling before you send.

\_\_\_ 9. You write your name before the greeting.

\_\_\_ 8. "Best regards" is one way to close an email.

\_\_\_ 10. A clear and kind email shows that you are professional.

### C. Fill in the Blanks

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**Word Bank:** email, greeting, subject, polite, closing, professional, reply, spelling

1. You send a business \_\_\_\_\_ on a computer or phone.
2. Start your email with a \_\_\_\_\_ like "Dear Mr. Lee."
3. The \_\_\_\_\_ line tells the reader the main idea in a few words.
4. Always check your \_\_\_\_\_ before you send the email.
5. You write "Best regards" in the \_\_\_\_\_ at the end.



### D. Comprehension Questions

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1. What are two things a good greeting can look like?
2. Why is a clear subject line important?
3. What should you do before you send an email?

### E. Discussion Questions

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1. Do you write more emails or text messages? Why?
2. What makes an email feel polite or rude to you?



# Answer Key

## Business Email Writing

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**A. Vocabulary:** 1-e, 2-f, 3-g, 4-d, 5-h, 6-i, 7-c, 8-j, 9-b, 10-a

**B. True/False:** 1-T, 2-T, 3-F, 4-T, 5-F, 6-T, 7-F, 8-T, 9-F, 10-T

**C. Fill Blanks:** 1-email, 2-greeting, 3-subject, 4-spelling, 5-closing

**D. Comprehension:**

1. A good greeting can be "Dear Mr. Lee" or "Hello Anna."
2. It helps a busy person know what the email is about in a few words.
3. You should check your spelling before you send the email.

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