What is the **subject** of the e-mail? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. What do you already know?**

1. Scan the text
2. Answer the questions without reading the text.

Who **sent** the e-mail? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who **received** the e-mail? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the **purpose** of the text?

1. To inform c. To pursuade
2. To entertain d. To instruct

**2. Write a sentence with the vocabulary word**

1. Look at the underlined and numbered (1 to 5) words in the text
2. Write the words down in the table
3. Write an English sentence with the vocabulary word (you may use a dictionary)

What is the **topic** of the text? What do you already know about it? Make a wordspin.

1. **Look up a word with a similar meaning.**
	1. Look at the underlined and numbered (1) words in the text
	2. Write the words down in the table
	3. Use a dictionary to find synonyms (words with a similar meaning).

|  |  |  |
| --- | --- | --- |
|  | **Vocabulary word** | **Sentence** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

**4. What is the text about?**

1. Read the text
2. Underline all special characters and symbols
3. Fill in the table below
4. Write a short summary of the main message of the text

**3. Look up a word with the opposite meaning.**

1. Look at the underlined and numbered words (6 to 10) in the text
2. Write the words down in the table
3. Use a dictionary to find antonyms (words that mean the opposite)

|  |  |  |
| --- | --- | --- |
|  | **Vocabulary word** | **Antonym** |
| **6** |  |  |
| **7** |  |  |
| **8** |  |  |
| **9** |  |  |
| **10** |  |  |

|  |  |
| --- | --- |
| **Numbers**  | e.g. Dates, prices, discounts etc.  |
| **Locations** | e.g. Cities/Countries, Address, buildings etc.  |
| **Names** | e.g. People, companies, Products, Organizations, Events etc.  |
| **Contact information** |  e.g. Telephone, e-mail etc.  |
| **Message** |  |