Emails (Basics)

A2 – B1

Module 9

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Here's What We Will Be Learning in this Presentation:

Summary

- Learning the basics of email writing.
- Exercises.

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Vocabulary

Nickname: A Pet Name/Nickname is an affectionate substitute for a proper name.

Font: A set of typing text in specific size and design.

Attach: join or fasten (something) to something else.

Portfolio: a collection of drawings, documents, etc. that represent a person's, especially an artist's, work.

Enclosed: place (something) in an envelope together with a letter.

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