



Name _____ Class _____ Date _____

1 If you were to write an **email** to your Principal, Mrs. Roth, which would be the **best way to begin the letter**?

A I really think that....
B How are ya doin'?'
C Yo, Mrs. Roth ☺
D Dear Mrs. Roth,



2 If you include a quote or a reference in your email, it is **not** necessary to cite it. **Citations** are strictly for pencil and paper tasks.

A true
B false



3 Which of the following situations would **not** be a good time to use **email**?

A Trish invites her friends for a party.
B Lonny sends news of his new baby.
C A lawyer writes all the evidence from a high profile case.

4 The language and format of an **email** are often more **informal** than a written letter.

A true
B false



PREVIEW

Please [Sign In](#) or [Sign Up](#) to download the printable version of this worksheet

7

A true
B false

True or false?

crustaceans.
B I enjoy eating lobster.
C Yuck—lobster!
D Lobsters can look fierce.

9 Choose the sentence that contains **slang**.

A I have to stop at home.
B That is a colonial house.
C I'm gonna stop at home.
D Housework is no fun.



10 Jargon is the **same** as slang.

A true
B false

True or false?



ANSWER KEY

If you were to write an **email** to your Principal, Mrs. Roth, which would be the **best way to begin the letter**?

- A I really think that....
- B How are ya doin'?
- C Yo, Mrs. Roth ☺
- D Dear Mrs. Roth,



(d)

If you include a quote or a reference in your email, it is **not** necessary to cite it. **Citations** are strictly for pencil and paper tasks.

- A true
- B false



(b)

Which of the following situations would **not** be a good time to use **email**?

- A Trish invites her friends for a party.
- B Lonny sends news of his new baby.
- C A lawyer writes all the evidence from a high profile case.
- D Jessie asks her friend to read a

(c)

The language and format of an **email** are often more **informal** than a written letter.

- A true
- B false



(a)



PREVIEW

Please [Sign In](#) or [Sign Up](#) to download the printable version of this worksheet

B false



- B I enjoy eating lobster.
- C Yuck—lobster!
- D Lobsters can look fierce.

Choose the sentence that contains **slang**.

- A I have to stop at home.
- B That is a colonial house.
- C I'm gonna stop at home.
- D Housework is no fun.



(c)

Jargon is the **same** as slang.

- A true
- B false



(b)