**Eメールでつかうことば**

*Words for emails*

**1. Email subjects**

* Why do we write the subject of an email?
* Match the purpose of the email with the appropriate subject.

**Options:**

1. ○○のおねがい
2. ○○のおれい
3. ○○のしつもん
4. ○○について
5. ○○のていしゅつ
6. \_\_\_\_\_\_ To make a request
7. \_\_\_\_\_\_ To ask a question
8. \_\_\_\_\_\_ To write about something
9. \_\_\_\_\_\_ To express appreciation
10. \_\_\_\_\_\_ To submit an assignment

**2. Titles**

When you address people, the relationship between you and them is important!

* Select the most appropriate ways to address the person below in an email from options (a) – (h). More than one choice is possible.

**Tanaka Mika** is ….

1. \_\_\_\_\_\_ Your teacher.
2. \_\_\_\_\_\_ Your close friend.
3. \_\_\_\_\_\_ Your *senpai*.
4. \_\_\_\_\_\_ A person you do not know well.

**Options:**

a) たなかみかさま b) たなかせんぱい c) たなかせんせい

1. たなかさん e) みかさん f) みかちゃん
2. みか h) たなかみかさん

**3. Greetings**

* Which expression would you use for each purpose? More than one answer is possible.
1. \_\_\_\_\_\_ To write an email for the first time
2. \_\_\_\_\_\_ To write an email after a long time
3. \_\_\_\_\_\_ To thank for an email

**Options:**

c) メールありがとうございます。

b) おげんきですか。

a) はじめまして。

e) げんき？

d) おひさしぶりです。

f) メールありがとう。

**4. Closing words**

* Which expression would you use for each purpose? More than one choice is possible.
1. \_\_\_\_\_\_ To ask or request something
2. \_\_\_\_\_\_ To say you will write again
3. \_\_\_\_\_\_ To ask for a reply

**Options:**

c)　じゃあ、また。

b) またメールします。

a) よろしくおねがいします。

d) よろしく！

e) メールまっています。

***Answer keys:***

1. 1) a 2) c 3) d 4) b 5) e

2. 1) c 2) f / g 3) b / d / e 4) a / d / h

3. 1) a 2) b / d / e 3) c / f

4. 1) a / d 2) b / c 3) e