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Email writing

Grade 5 Writing Worksheet

Write an email to your teacher asking for an extension on your essay deadline. Explain why you need the extension, as well as why your teacher should trust that you'll do your other work on time. Share details to help persuade them!

When you write emails, remember to be polite and include:

- A subject line that summarize what your email is about
- A greeting
- Clear and concise sentences, organized into paragraphs
- A closing, complete with your name

Subject line: _____