W.1 · Preliminary writing: responsive email

A2 Key and B1 Preliminary (KET, PET) · Cambridge English · B1 Preliminary (PET) · Vocabulary in context

Word	Example
responsive email /rɪˈspɒnsɪv ˈiːmeɪl/	In a **responsive email**, you answer the points in the message you got.
notes	The four **notes** beside the email tell you what to write.
baton /ˈbætn/	The runner passed the **baton** to her teammate.
anatomy /əˈnætəmi/	The **anatomy** of a good email is greeting, body and closing.
robot /ˈrəʊbɒt/	The **robot** cleans the floor by itself.
zhù xuéxí jìnbù (a fixed closing wish)	Don't end an English email with **zhù xuéxí jìnbù (a fixed closing wish)**; write "Best wishes".
compulsory	Part 1 is **compulsory**: everyone must write the email.

exercises.lol exercises.com.cn