

14.1 Reading: emails, notices and short stories

Name: _____ Class: _____ Date: _____ **Total: 18 marks**

KEY WORDS subject line

Reading: emails, notices and short stories

Objective

Supported preparation: Read the subject line as the email map; Track story people through their turning words. This is original classroom practice, not an official exam paper.

1 Key knowledge and worked examples

Three shapes. Email: subject line maps it, the point lands by body line two, questions wait at the end (reply by Thursday: Thursday is the LAST day). Notice: capitals and date are its two hands; who, what, when, where in five lines. Story: person, problem, change; slow down at but, so, because, then.

2 Practice

2.1 Which line of an email holds most of the message? [1]

2.2 A notice has two hands. Name them. [2]

2.3 Name the three jobs of story sentences. [3]

2.4 Reply by Thursday: which day is the last day to answer? [1]

2.5 Name two turning words in stories. [2]

3 Exam-style questions

3.1 (*Email style.*) Read: Subject: Class trip on Saturday: new time. Dear class, the bus now leaves at 8.00, not 8.30. Please bring water. Ms Gao. Answer: the new time, the change-maker, the request. [3]

3.2 (*Notice style.*) Read: LIBRARY CLOSED. Friday 20 May. Closed all day for repairs. Use the study room in Block B. Open again Saturday. Answer: what, when, where instead, how long. [4]

3.3 (*Story style.*) Read: Ana lost her bus card. She walked home in the rain. Her neighbour drove past and gave her a lift. Which sentence is the change, and what turning event made it possible? [2]
