1. What must you do with every prompt in the task?

   ☐ Choose your favourite one

   ☐ Ignore the hard ones

   ☐ Write about all of them

2. What was Claudia Severa's letter about?

   ☐ A complaint about the army

   ☐ A school report

   ☐ An invitation to her birthday party

   ☐ A shopping list

3. Which symbol did Ray Tomlinson use in the first email address?

   ☐ %

   ☐ @

   ☐ #

   ☐ &

4. An informal email should use short paragraphs, with one idea in each.

   ☐ True ☐ False

5. Which is a good start to an email to a friend?

   ☐ Hi Sam, thanks for your message!

   ☐ Dear Sir or Madam,

   ☐ I am writing to complain.

   ☐ To whom it may concern,

6. It helps to number the task points before you write.

   ☐ True ☐ False

7. Which are friendly endings?

   ☐ Write back soon,

   ☐ Yours faithfully,

   ☐ See you on Saturday,

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Tick every correct option.

8. Which sentence shows rather than tells?

   ☐ The singer jumped into the crowd during the last song.

   ☐ The concert was good.

   ☐ It was nice.

   ☐ I liked it.

9. Each middle paragraph can cover one task point.

   ☐ True ☐ False

10. What can you add to develop a point?

    ☐ A new unrelated topic

    ☐ Who, where or when

    ☐ A reason

    ☐ What you saw or heard

Tick every correct option.

1. **Write about all of them**

   Miss a prompt and you lose content marks.

2. **An invitation to her birthday party**

   A friendly message from about AD 100.

3. **@**

   It separates the user from the machine.

4. **True**

   True. Short paragraphs, each with one idea, make an email easy to follow, even when the tone is informal.

5. **Hi Sam, thanks for your message!**

   Warm and natural.

6. **True**

   Then plan one or two sentences each.

7. **Write back soon,; See you on Saturday,; Best wishes,**

   "Yours faithfully" is formal.

8. **The singer jumped into the crowd during the last song.**

   A detail gives a picture.

9. **True**

   Answer every point.

10. **Who, where or when; A reason; What you saw or heard**

    Stay on the task.

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