Name: Date:

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| CLB 3: Abilities- Writing an Email  |

**Instructions:** What did you learn about what help means for people with different abilities?Write an email to your teacher and explain. Your message should be about 5 sentences long and include:

1. Email addresses \*
2. Subject
3. Greeting
4. The purpose of your email
5. What you learned in class (e.g. ask before you help)
6. Closing
7. Your name

\*Make sure to write your email address and your teacher’s email address on the next page.

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| From: To:  |
| Subject: |
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