



Name \_\_\_\_\_

## Subject Lines Match

**Directions:** Read each email carefully. Look at the list of possible subject lines provided. Decide which subject line best matches the content and purpose of the email. Write the correct subject line letter (A-E) next to each email.

- A. **Congratulations! You're Going to the Regional Science Fair**
- B. **Celebrate Fall with Our Annual Festival!**
- C. **Important Update: Staff Meeting Time Changed**
- D. **Thank You for Your Order + Special Discount Inside**
- E. **Confirming Dinner Plans for Saturday**

**Email 1 →** \_\_\_\_\_

Hello Team,  
I wanted to let you know that tomorrow's staff meeting will begin at 9:30 a.m. instead of 9:00 a.m. The change was made to allow everyone extra travel time due to expected roadwork near the office. Please plan accordingly, and I'll see you in the conference room tomorrow morning.  
Best,  
Ms. Turner

**Email 2 →** \_\_\_\_\_

Dear Customer,  
Thank you for your recent purchase of our eco-friendly water bottle. We appreciate your support in choosing reusable products that help reduce plastic waste. As a token of our gratitude, we've included a coupon code for 10% off your next order.  
Sincerely,  
The Green Living Store

**Email 3 →** \_\_\_\_\_

Hi Jordan,  
Congratulations! You've been selected to represent our school at the regional science fair next month. Your project on renewable energy stood out for its creativity and scientific depth. More details will be shared in the upcoming information session. Great job!  
Proudly,  
Mr. Alvarez

**Email 4 →** \_\_\_\_\_

Hello Emily,  
I just wanted to check in and confirm our dinner plans for Saturday evening. Are we still meeting at the Italian restaurant on Main Street at 7:00 p.m.? Let me know if anything has changed.  
Thanks,  
Samantha