

Name _____

Reply Ready Answer Key

Sample Replies

- **Email 1 (Dental Appointment)**

Reply:

Hello,

Thank you for confirming my appointment. I'll be there on Monday, November 21, at 10:00 a.m. If anything changes, I'll call ahead.

- Ms. Ramirez

- **Email 2 (Group Project)**

Reply:

Hi Emma and Ravi,

Thanks for the reminder. I'll finish the introduction slides tonight and send them to you by Thursday afternoon. Looking forward to practicing together on Friday.

- Chris

Teacher Notes / Guide

- This worksheet develops **practical writing skills** by teaching students how to craft clear, appropriate replies.
- Encourage students to notice **tone matching**—formal for professionals, casual for friends, collaborative for group work.
- Extension activity: Ask students to **write a “bad reply”** (too short, rude, or off-topic) and then rewrite it into a strong reply. This helps them compare effective vs. ineffective communication.