

Name _____



Referencing Attachments

Directions: Read each email carefully. Look for any mention of files, forms, or documents that are attached or expected to be attached. Write down the name or description of each attachment referenced.

1. Dear Parents,

Attached you will find the permission slip for our upcoming field trip to the Natural History Museum. Please sign and return it with your child no later than Tuesday, March 8. Also included in the file is a list of items students should bring for the trip, such as a bagged lunch and comfortable shoes. If you have any questions, please contact me directly. Thank you for your cooperation in making this trip a success.

Sincerely,
Mr. Daniels

Attachment/s: _____

2. Hi Team,

Thanks for attending yesterday's meeting. I've attached the revised project schedule, which reflects the new deadlines we agreed upon. You'll also find the updated task assignment sheet showing everyone's responsibilities. Please review both documents before our next check-in on Friday. Let me know if you spot any errors or need clarification.

Best,
Carla

Attachment/s: _____

3. Hello Serena,

It was great speaking with you earlier today about the job opportunity. I am sending along my résumé and cover letter as requested. In addition, I've attached a portfolio file that includes samples of my previous design work. Please let me know if you need any other materials to complete the application process. Thank you for your time and consideration.

Sincerely,
Derek

Attachment/s: _____