

Name _____

Referencing Attachments Answer Key

- **Email 1 Attachments:** Permission slip; list of items to bring for the trip.
- **Email 2 Attachments:** Revised project schedule; updated task assignment sheet.
- **Email 3 Attachments:** Résumé; cover letter; portfolio file with design samples.

Teacher Notes / Guide

- This worksheet trains students to notice **explicit references to attachments**, a key detail in professional and school emails.
- Encourage students to underline words like “attached,” “included,” or “sending along” as **clue words**.
- Extension activity: Have students write their own short email that references 1-2 attachments (e.g., a class schedule, homework file, or instructions) and then swap with a partner to “hunt” for the mentioned files.