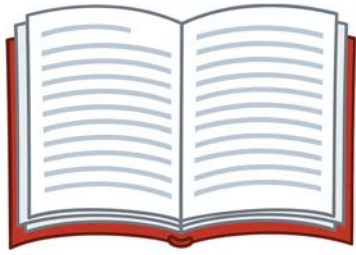


Name _____



Vocabulary in Emails

Directions: Read each email carefully. Pay attention to the bolded words or phrases. Use the **context clues** in the email to write what each word or phrase means.

1. Dear Students,

Next week we will begin a new **initiative** to reduce paper waste at school. The program includes encouraging teachers to post homework online and asking students to submit assignments digitally. This **initiative** is part of a broader plan to make our school more eco-friendly. By working together, we can conserve resources and set a positive example for other schools.

Sincerely,
Principal Gomez

Definition: _____

2. Hi Team,

Attached you'll find the **draft** of our presentation for Friday's client meeting. Please review it and make notes about any slides that need adjustments. Since it is only a **draft**, it may still have errors, but your feedback will help polish the final version. Let's aim to finish revisions by Thursday afternoon.

Best,
Carla

Definition: _____

3. Hello Parents,

This is a **mandatory** reminder that all students must attend next week's safety assembly. The fire department will be demonstrating emergency procedures, and attendance will be taken. Because the event is **mandatory**, any student who misses it will be required to attend a makeup session. Please ensure your child is present.

Thank you,
Mrs. Patel

Definition: _____