

Name _____

Vocabulary in Emails Answer Key

- **Email 1 - initiative:** A new plan or program started to solve a problem or improve something.
- **Email 2 - draft:** An early version of a document or project that is not final and may still need changes.
- **Email 3 - mandatory:** Required or necessary; something that must be done.

Teacher Notes / Guide

- This worksheet trains students to use **context clues** from emails to define unfamiliar words.
- Encourage students to underline the sentences around the bolded word that provide hints.
- Extension activity: Have students create their own short email using one of the vocabulary words in a new context, then swap with a partner to define it.