

Name _____



Main Idea Mail

Directions: Read each email carefully. Decide what the **main point** of the email is (not just details, but the overall purpose). Write the main idea in one clear sentence for each email.

1. Hi Everyone,
The cafeteria menu will be changing next week to include healthier options. We've heard your feedback about wanting more fruits, vegetables, and whole grains. Starting Monday, students will find salad bar choices, whole-wheat pasta, and fresh fruit available every day. These changes are part of our school's effort to encourage better eating habits. We hope you'll try the new menu and share your thoughts with us.
Sincerely,
Cafeteria Staff

Main Idea: _____

2. Dear Alex,
Thank you for helping with the school fundraiser last weekend. Your energy and creativity made a big difference in the success of the event. We raised over \$2,000 for new library books, and parents commented on how organized

everything was. Your leadership in managing the raffle table was especially appreciated. We are so grateful for your hard work and positive attitude.
Warm regards,
Mrs. Jordan

Main Idea: _____

3. Hi Maria,
I just wanted to let you know that I won't be able to attend book club this Thursday evening. I have to travel out of town for work and won't return until late Friday. Could you please let the group know, and also save my copy of the next book we're reading? I'll be back in time for next week's meeting and look forward to catching up then.
Thanks so much,
Elena

Main Idea: _____

