

Name _____

Main Idea Mail Answer Key

- **Email 1 Main Idea:** The cafeteria is introducing healthier food options starting next week.

Reason: All details (menu items, healthy habits) support the central point about the menu change.

- **Email 2 Main Idea:** Alex is being thanked for his valuable help with the successful fundraiser.

Reason: The gratitude and appreciation are the overall focus of the email.

- **Email 3 Main Idea:** Elena is informing Maria that she cannot attend book club this week because of travel.

Reason: The travel conflict and request to pass on the message is the main point.

Teacher Notes / Guide

- This worksheet trains students to **separate key ideas from supporting details** when reading emails.
- Encourage students to highlight or underline phrases that reveal the main point (e.g., "menu will be changing," "thank you for helping," "scheduled for Friday, April 15," "won't be able to attend").
- Extension idea: Have students **create their own short emails** and challenge a partner to identify the main idea.