

Email Reading Worksheet – True / False

Read each email carefully and answer the True / False questions.

Email 1: Leave Application

Subject: Leave for One Day

Dear Teacher,

I am writing this email to inform you that I will not be able to attend school tomorrow. I am not feeling well and need to take rest. I will come back to school the day after tomorrow.

Please grant me leave for one day.

Thank you.

Yours sincerely,

Ravi

True / False:

1. Ravi is writing the email to his teacher.
2. Ravi will attend school tomorrow.
3. Ravi is not feeling well.
4. Ravi is asking for leave for one week.

Email 2: Asking About Homework

Subject: Question About Homework

Dear Teacher,

I hope you are well. I am writing this email to ask about today's English homework. I was absent from school yesterday and could not note the homework.

Please let me know what work I need to complete. I will finish it and bring it to school tomorrow.

Thank you for your help.

Yours sincerely,

Anu

True / False:

1. Anu is writing the email to her teacher.
2. Anu was absent from school yesterday.
3. Anu knows what the homework is.
4. Anu plans to bring the homework tomorrow.

Email 3: Homework Reminder

Subject: Homework Reminder

Dear Students,

This is a reminder to complete your English homework. Please finish the work neatly and bring it to school tomorrow. The homework is written in your notebook.

If you have any doubts, you can ask me in class.

Regards,
Class Teacher

True / False:

1. The email is written to parents.
2. Students must bring the homework tomorrow.
3. The homework is written in the notebook.
4. Students cannot ask questions about homework.

Email 4: Thank You Email

Subject: Thank You

Dear Uncle,

Thank you for the storybook you gave me. I enjoyed reading it very much. The pictures were colourful and the story was interesting. I will take good care of the book.

Thank you once again for the lovely gift.

Yours lovingly,
Amit

True / False:

1. Amit is thanking his uncle.
2. Amit received a toy as a gift.
3. Amit liked the storybook.
4. Amit promises to take care of the book.

Email 5: School Trip Information

Subject: School Trip Information

Dear Parents,

This email is to inform you about the school trip planned next Friday. Students will visit the science museum. They should bring lunch and water bottles.

Please send your consent by tomorrow.

Thank you.
School Office

True / False:

1. The email is written to parents.
2. The school trip is planned for next Friday.
3. Students should bring lunch and water.
4. The trip is to a park.