WRITING AN EMAIL

1- SPEAKING. Match photos 1-4 with the words below. Then decide which item is the best present for your partner.

BRACELET HEADPHONES SUNGLASSES WALLET

2- Read the task and the email. Answer the questions.

Write an email to your friend in which you:
- describe what you are doing at the moment.
- thank him or her for a present.
- mention a future arrangement.
- suggest an activity to do together.

1 In what order does the email cover the four points?
2 Which paragraph covers two points?

To: megan@email.com

Hi Megan,

I hope you're well. Thank you for the bracelet. I'm wearing it now. It's beautiful! My sister loves it too, but she can't borrow it!

I'm in my bedroom at the moment. I'm listening to music and trying to finish my geography project. It isn't going very well! My brothers are playing football in the garden, so I want to go outside too!

Do you fancy going to the cinema on Sunday or meeting for a coffee? I can't go on Saturday because my grandparents are coming to dinner. My dad is cooking his favourite dish – chicken pie.

That's all from me. Please write soon!

Love for now, Poppy

3- KEY PHRASES. Read the writing strategy. Then find four expressions in the email in exercise 2 which you can add to the list below.

LIVEWORKSHEETS

Writing Strategy

There are certain expressions that are used to begin and end an informal email, like *Dear* ... and *Best wishes*, ... but emails usually include a few other 'social phrases' near the beginning and end. These make the email sound more natural and friendly.

Beginning an email

Dear ...

Hello ... / [1] _____

Near the beginning

[2] _____

Thanks for your email.

How are you? / How are things?

Near the end

I hope to see you soon.

That's all for now. / [3] _____

Please write soon.

Give my love to ... / Say hi to ...

Ending an email

Lots of love / Love / [4] _____

Best wishes

Take care

4- Plan an email for the task in exercise 2. Look at the questions below and make notes.

1 What you are doing at the moment? (Imagine you are at home.)
2 What present are you saying thank you for? (Choose an accessory or an item of clothing.)
3 What arrangement(s) have you got? (Use your imagination.)
4 What activity do you want to suggest? (Choose an activity from Lesson G or your own idea.)

5- Write an email following your plan from exercise 4. Remember to include suitable phrases from exercise 3 (150 WORDS)

CHECK YOUR WORK

Have you ...

- covered all four points in the task?
- used a few 'social phrases'?
- used linking words to join your ideas?
- checked your spelling and grammar?

LIVEWORKSHEETS