Name:

Class:

WRITING: An email
I can write an email about a friend's visit.

THINK! Imagine a friend is going to come and stay with you. What interesting things are there to do in your town or city?

Mail

Hi Gemma,

I'm very excited that you're going to stay with us next week. I'm emailing you because I want to tell you about our plans for the weekend.

On Friday evening, I'm going to meet you at my school with my parents because your bus arrives there at 8 p.m.

On Saturday, we're going to take the train to London. We're going to visit Buckingham Palace and then take a boat on the River Thames. I hope it won't rain! After that, we're going to go shopping in Covent Garden. On Sunday, the weather will be hot, so we can go swimming in the outdoor swimming pool or we can have a picnic in the park with my friends.

I can't wait to see you!

Bye for now,

Natalie

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2 Complete the key phrases. Then look at the email and check your answer

KEY PHRASES

Writing an email about a friend's visit.

1. I'm very _____ that...
2. I'm _____ you because...
3. On Friday evening, I _____...
4. On Saturday, we _____...
5. On Sunday, the _____ will be ...
6. I _____ wait to see you.

LIVEWORKSHEETS