

D WRITE

TASK

Example task: Write a letter to a friend telling him / her about your news and asking him / her when he / she will visit you next.

Dear Mellie,

17 September

How are you and your family? All well, I hope!

Thanks for your letter. It was great to hear from you! Sorry I haven't written for a while - it's been really busy here!

You asked me to tell you about my news. Well, I'm studying for my exams at the moment, which is a bit stressful at times! What else? Oh, yes, I've also joined a basketball team! Maybe I'll become a champion one day! You could give me some tips the next time you're here.

Write soon and tell me when you think you can visit! It'd be cool to catch up.

Love,

Lola

The date.

Greeting.

Ask how the person is.

Use informal language.

Thank the person or apologize to him / her.

Use contractions.

Making plans.

Closing expression.

End the letter with an appropriate expression.

E CHECK

Check your work for mistakes.

WATCH OUT!

DO use informal language and contractions.

DO NOT forget to use appropriate greeting and closing expressions.