WRITING

An informal letter

READ

Read the letter. Answer the questions below.



Dear Sam,

A My name is Robbie and I'm your new penfriend. This is a photo of me. I'm 16 years old and I'm from Manchester.

B I live in a flat with my parents and my sister Karen. She's 11 and she's usually a bit annoying. We've also got a dog called Rover.

C I go to Newtown Comprehensive School. After school, I take the dog for a walk, and then I do my homework. My parents don't get home until seven o'clock, so Karen and I cook dinner. After dinner, I watch TV or listen to music.

Write soon.

Best wishes,

Robbie

1 How old is Robbie?
2 Where is he from?
3 What is his sister's name?
4 How old is his sister?
5 What does he do after school?
6 Who cooks dinner at Robbie's house?

PREPARE

1 Read the letter. In which paragraph (A–C) does Robbie:

1 say how old he is? ___
2 say what he does after school? ___
3 say what his name is? ___
4 talk about his family? ___
5 say where he's from? ___
6 say which school he goes to? ___

2 Read the *Writing tip* and find words and phrases for beginning and ending letters in Robbie's letter.

Writing tip: beginning and ending letters

- We start an informal letter with *Dear* and the person's first name.
- We finish the letter with *Best wishes* and our first name. (We can use *Love* if we know the person very well.)

3 Read the *Look out!* box. Find the linking words in Robbie's letter.

LOOK OUT!

Linking words
We use *and* to link two pieces of information.
We use *then* to show that one action happens after another.
We use *so* to explain the result or consequence of something.
We use *or* to show a choice of two or more things.

4 Circle the correct linking words in the sentences below.

1 In the evening we have dinner and so / then I do my homework.
2 My dad usually watches TV and / or listens to the radio.
3 At the weekend she helps her parents, and / so she can't meet her friends.
4 My cousin and I go to the same school or / and we are in the same class!
5 They never eat breakfast, so / then they are hungry before lunchtime.
6 For lunch we usually have sandwiches or / so pasta.

WRITE

Imagine you have a penfriend in Britain. Write a short letter to him or her. Use the writing plan to help you.

Dear _____

Paragraph 1
- Introduce yourself. Say how old you are and where you are from.

Paragraph 2
- Say something about your family. (How many brothers and sisters? Ages?)

Paragraph 3
- What do you do after school? What do you do after dinner?

Best wishes

_____

Check your work

Have you
- ☐ followed the writing plan?
- ☐ written 70–100 words?
- ☐ checked your spelling and grammar?

Workbook: page 9

LIVEWORKSHEETS