

3D Skills for Writing

We've successfully raised £500

Learn to write an update email

W Paragraphing



1 LISTENING AND SPEAKING

- a** Look at the names of the charities. What do you know about the charities? What do they do?

Match the charities with the sentences.

This charity ...

- 1 protects animals and the environment.
- 2 protects historic buildings, gardens and the countryside.
- 3 helps people in poorer countries.

What other large charities do you know? What do they do?

- b** Work in pairs. How do people raise money for charity? Add ideas to the list.

- collect money in the street
- sponsor someone to do a sports event, for example, run a marathon
- make and sell food, e.g. cakes at work or school

- c** **1.62** Listen to four people talking about giving money to charity. Do they support a charity? Which one?

1 Shona 2 Jack 3 Jessica 4 William

- d** **1.62** Listen again. Why do/don't the people in 1c support a charity? How do they help? Listen and make notes.

- e** Work on your own. Make notes on these questions.

- 1 What charity do you prefer to give money to? Why?
- 2 Have you ever raised money for charity? What did you do? Who gave you money?

- f** Work in small groups. Talk about your answers to 1e.

2 READING

- a Anita and her team at work support the National Trust. Read Anita's email. Why is she sending the email? Tick the correct reasons.

- 1 ☐ to say thank you
- 2 ☐ to apologise
- 3 ☐ to tell people how much money they have raised
- 4 ☐ to tell people about how the team raised money
- 5 ☐ to tell people about what the National Trust do
- 6 ☐ to ask people for money

Hello everyone,

- a We'd like to thank everyone for their help over the past few months raising money for the National Trust. We've successfully raised £500.
- b Most of you know one of the ways we raised money, because you bought our cakes every Wednesday! But we'd just like to let you know about the different things we did. We also sold our old books, DVDs and clothes online. And, every Friday, we each paid £1 to wear casual clothes to work.
- c The National Trust will use the money to repair historic buildings and keep them open for the public to visit. It's interesting to see how people lived in the past – some of the rooms and furniture in these buildings are beautiful. Visiting a historic building is a really enjoyable thing for a family to do at weekends, and another way to help the National Trust continue their excellent work.
- d Thanks again for all your help. Please look out for our next event.

Anita Webb (and team)
Resources Manager



- b Read the email again and answer the questions.

- 1 How did the team raise £500?
- 2 How will the National Trust spend the money?
- 3 What is another way Anita's colleagues can help the National Trust?

3 WRITING SKILLS Paragraphing

- a Match the descriptions with paragraphs a–d in Anita's email.

- 1 ☐ closing the email
- 2 ☐ the introduction
- 3 ☐ how the team raised money
- 4 ☐ information about the National Trust

- b What information does Anita include in the introduction? What does she mention in the closing paragraph?

- c Put the paragraphs below in the correct order to make an email.

☐ Oxfam will use the money on projects around the world to help people have happier and healthier lives. Last year, they helped 13.5 million people. A small amount of money can make a big change. For example, just £15 can give free health care to a mother and her baby.

☐ Many of you have bought tickets to our 'Quiz and Pizza' nights. Others gave their unwanted clothes to the very successful 'Clothes Market' in March. We really hope you enjoyed these events. Your money and time will help Oxfam to continue their important work.

☐ Would you like to help us raise more money for Oxfam? Just email me and I'll tell you what we're planning next. Thanks again for all your help.

☐ This email is to say a big 'Thank you!' to everyone who has helped us to raise money for Oxfam over the last few months. We have now raised £750.

4 WRITING

- a Choose one of these emails to write.

- 1 Write about a real experience of raising money for charity. Write to the people who gave you money to thank them. Tell them about how much money you raised, how you raised the money and about the charity.
- 2 You and some friends have raised £1,000 for a charity at work/school. Write to everyone who helped you to say thank you. Tell them about how much money you raised, how you raised the money and about the charity.

- b Plan the email. Use four paragraphs. What information will you put in each paragraph?

- c Write the email.

- d Swap emails with a partner. Read your partner's email. Are there four paragraphs in the email? What information is in each paragraph?