

Name _____

Date _____

A personal email

1. Read the email quickly and tick (✓) the correct answers.

a. The email is ...

1 to Betty from Kate.

2 from Betty to Kate.

b. Betty and Kate are probably ...

1 colleagues.

2 friends.

c. Hoison is Kate's ...

1 boyfriend.

2 husband.

2. Read the email again and answer the questions.

a. Why didn't Kate email Betty last week?

b. Why did Kate go out for dinner with Hoison last week?

c. Who chose the restaurant?

d. Why did Hoison give Kate the bill?

e. What does Kate want to do with Betty?



 Send	From ▾	ksykes@gmail.com	
	To...	betty_wesley@hotmail.com	
	Subject:	Some news!	

Dear Betty,

How are you? Sorry I didn't reply to any of your emails, but I only checked today. Last week was a busy and very exciting week.

Hoison and I went out for dinner on Friday. We were celebrating our anniversary - we started going out four years ago. Four years! I can't believe it. He wanted to surprise me and he did - we went to Jamie Oliver's restaurant! The food was amazing. It's also cheaper than I thought. However, that's not the reason I'm writing.

After the meal, we were having coffee and Hoison asked for the bill. When it came, he gave it to me. I laughed, but then I saw a lot of waiters looking at me. What's more, they were all smiling. I didn't know what was happening. When I looked at the bill, I knew. It just said "Will you marry me, Kate?" in Hoison's handwriting. Then Hoison gave me a small box. It was a ring! I put it on and very nervously said yes. The waiters started clapping and I went very red! The restaurant gave us a bottle of champagne. We didn't drink it, though. We can have it when you next come to London. And we can also go shopping!

I need a wedding dress and someone to help me choose it!

All the best,

Kate

3. Look at these sentences. Notice how we use **and**, **also** and **what's more** to give more information.

- a. Last week was a busy **and** very exciting week.
- b. Last week was a busy week. It was **also** exciting.
- c. Last week was a busy week. **What's more**, it was very exciting.

Underline the examples of **also** and **what's more** in Kate's email.

4. Look at these sentences. Notice how we connect the ideas using **but**, **however** and **though**.

- a. Sorry I didn't reply to any of your emails, **but** I only checked today.
- b. Sorry I didn't reply to any of your emails. **However**, I only checked today.
- c. Sorry I didn't reply to any of your emails. I only checked today, **though**.

5. Underline the examples of **however** and **though** in Kate's email.

6. Choose the correct answers in the rules.

- 1) **And** links ideas in one sentence. **Also** and **What's more** link ideas in **one** / **two** sentences.
- 2) **But** contrasts ideas in one sentence. **However** and **though** contrast ideas in **one** / **two** sentences.
- 3) We put **also** **before** / **after** the verb **be** and **before** / **after** other verbs.
- 4) We put **however** at the **beginning** / **end** of a sentence and **though** at the **beginning** / **end**.

We put a comma (,) after **'What's more'** and **'However'**.

7. Rewrite these sentences. Use the words/phrases in brackets.

a. I didn't invite him and I didn't want him to come. (what's more)

b. She sent me a text, but I didn't reply. (though)

c. He owns the restaurant and he's a very good cook. (also)

d. I'm not married, but I've got a girlfriend. (however)

e. We bought a new car last year and Mike got a new job. (what's more)

f. I met a nice man last week, but he's already going out with someone.
(however)

g. We got engaged last month, but we're not going to get married until
next year. (though)

h. My parents met in 1985 and they got married that year. (also)

8. One of your classmates will be 30 next week. You want to organise a surprise party to celebrate his/her birthday.

Write an email to your classmates to invite them to the party.

Tell your classmates about

- Why you are organising the surprise party
- When and where it will be
- What will happen at the party

Write your plan here:



Write using paragraphs. Write about 100 - 150 words