



Writing

Email: Reading the task carefully

It is important to read writing tasks carefully so that you know exactly what you have to do. If you hurry through all the details, you could answer incorrectly. The details are there to help you understand important points: the situation you are in, the reason you are writing, the topic you have to write about, and the type of language you should use.

1 Read this writing task and answer the questions below it.

You have received an email from your English-speaking friend.

I have to write about personal relationships for a class project. Can you help by telling me about your most important relationship? Who is it with? What is he or she like? I don't want to be nosy, but can you also explain why the relationship is important to you?

Write soon,
Mary

Write your email. (140-190 words)

SITUATION:

- 1 Who has sent you the email? _____
- 2 What does she have to do? _____

REASON:

- 3 Why are you replying?
 - a to tell her news
 - b to give her information
 - c to give her advice

TOPIC

- 4 What is the main thing you have to write about? _____
- 5 What points do you have to include? _____

LANGUAGE

- 6 What relationship do you have with the person you are writing to? _____
- 7 Is a formal or informal writing style best? _____



2 Read this writing task and answer the questions.

You have received an email from your English-speaking friend.

Our teacher has asked us to prepare a talk on what young people in different countries do when they are not at school. Can you help by writing and explaining what it's like in your country? What do young people do at home? Where do they go out and what do they do there? Thanks!
Billy

Write your email. (140-190 words)

- 1 Ask yourself questions 1-7 in 1, underlining any words in this task that you think might be useful while you are planning or writing.
- 2 Tick the two writing skills you will mainly need to answer this email?
 - ☐ expressing an opinion
 - ☐ explaining
 - ☐ describing
 - ☐ suggesting

3 Read this email that was written in answer to the question in 2. Which two of the following phrases are the most suitable for ending the email?

- ☐ I look forward to your reply.
- ☐ Good luck!
- ☐ Have a good time.
- ☐ I hope I've helped.