

- 3 Look at this personal information. Imagine that you are this person. Write an informal email using the paragraph plan and the email in 1 as a model.

Paragraph plan

Paragraph 1: Mariela, 14, Buenos Aires, Argentina

Paragraph 2: Mother and father, two sisters. One sister 21, other 19. Both at university. Go out with them at weekend.

Paragraph 3: Main hobby - cinema (Italian films). Go often. Also like books.

Paragraph 4: Favourite subject - geography. Good teacher. Also history.

Paragraph 5: Ask for a reply

The image shows a screenshot of an email client window. At the top, there is a toolbar with seven icons and their corresponding labels: 'Get Mail' (a circular arrow), 'Write' (a pencil), 'Contacts' (a group of people), 'Reply' (an envelope with a curved arrow), 'Forward' (an envelope with a straight arrow), 'Delete' (a trash can), and 'Print' (a printer). Below the toolbar is a large, empty text area with horizontal lines, intended for composing an email. The window has a standard title bar with a close button in the top right corner.