

- 3** Study the Writing box. Find examples of the phrases in the email.

WRITING

A semi-formal email with information

- 1 Greeting**
Dear (name)
- 2 Explain reason for writing**
I'm writing to ...
- 3 Give more information**
My friends and I ... Our school is ...
Some/Most people ...
- 4 Close your email**
I'm looking forward to ...
- 5 Closing phrase**
Best wishes Kind/Best regards

WRITING TIME

- 4** Choose one of the teenagers from the website and write an email to him/her.

1

Find ideas

Make notes about:

- your family and friends.
- a normal school day.
- the clothes students wear in your school.

2

Plan and write

- Organise your ideas into paragraphs. Use Phil's email to help you.
- Write a draft email.

3

Check

- Check language: are the prepositions of time correct?
- Check grammar: are most verbs in the Present Simple and some in the Present Continuous?
- Write a final version of your email.