

Imagine you received Stephanie's email asking about a friend of yours.

WRITE an email to answer it.

Paragraph 1 age, family, work / study

Paragraph 2 personality (good sides)

Paragraph 3 hobbies and interests

Paragraph 4 any negative things?

CHECK the email for mistakes (grammar, punctuation, and spelling).

From: Stephanie
To: Claudia
Subject: Hi from Scotland

Dear Claudia,

I hope you're well.

I've just had an email from your friend Christelle. She wants to rent a room in my house this summer. Could you tell me a bit about her (age, personality, etc. and what she likes doing) so that I can see if she would fit in with the family? Please be honest!

Send my regards to your family and I hope to hear from you soon.

Best wishes

Stephanie

From: Claudia
To: Stephanie
Subject: Hi from Switzerland

Hi Stephanie,

Thanks for your email.

Of course I can tell you about Christelle. She's 21, and she's studying law with me.

I think she's quite extrovert and very sociable – she has lots of friends. She's also very good with children. She has a young step-brother and several young cousins, and I know she likes playing with them. She's incredibly hard-working and responsible – she passed all her exams last year, which is more than I did!

She likes going out, seeing films, and listening to music, but not rock or heavy metal – so don't worry about noise! And she's happy to do things on her own – she's very independent, so you won't really have to look after her. Her parents are divorced and she lives with her mother and stepfather, but she also sees her father regularly.

The only negative things I can think of are that she's a bit untidy – her room is usually in a mess – and that her English is, well, not brilliant. But I'm sure she'll learn fast! I think she's really nice and that you and the family will get on well with her.

I hope that's useful. Let me know if you need any more information about her.

Love
Claudia

PS I attach a photo of the two of us.

