3.9 WRITING

Write an informal email about yourself.

1 Read the email. Choose the correct alternative.

1 This is Dana's **first** / **second** email to Miriam.
2 Dana **doesn't want** / **wants** a picture of Miriam.

From: danaprice@ukmail.com
To: mlambert@msn.com
Subject: Penfriends

A Hello Miriam,

B How are you? My name's Dana. I'm fifteen and I'm from Bristol. Here's a photo of me and my sister in the park. We've both got long hair. I'm wearing my favourite shirt. I like colourful clothes!



C I think I'm a friendly person, and I'm popular at school. I enjoy spending time with friends and doing things outdoors. I love dancing too. I go to a dance class every Saturday.

D What are you like? And what do you like doing in your free time?

E Regards,

Dana

F P.S. What do you look like? Please send me a photo!

STRATEGY Writing informal emails

When you write an email, start with a greeting, e.g. *Hello* (name). Use fixed phrases, e.g. *How are you?* Describe yourself, say what you are doing and ask lots of questions. End with *Love* / *Regards* (your name). Write *P.S.* at the end to add extra information.

2 Read the strategy above. Then match A–F in the email to 1–6.

1 extra information at the end ____
2 ending ____
3 greeting ____
4 hobbies / interests ____
5 personal details ____
6 questions for the penfriend ____

3 What do these questions ask about? Write *A* (appearance), *C* (character) or *I* (interests).

1 What do you and your friends like doing? ____
2 What's your mum like? ____
3 What does your sister look like? ____
4 Who are you like in your family? ____
5 What does your dad like doing ? ____
6 What do you look like? ____

4 Write questions for the answers below. Use the questions in Ex 3.

1 _____
She's kind and funny.
2 _____
I've got short, blonde hair.
3 _____
I'm like my mum.
4 _____
He loves going for walks.
5 _____
We like playing video games.
6 _____
She's got brown hair and green eyes.

5 Look at the photo and the fact file. Complete the questions.



Emily and her brother Sam, Chicago, USA

	Emily, 16	Sam, 15
What [1] ____ they [2] ____ [3] ____?	long, straight, blonde hair / brown eyes	short, dark hair / brown eyes
What [4] ____ they [5] ____?	a pink top	a black sweatshirt
What [6] ____ they [7] ____?	clever / popular	quiet / serious
What [8] ____ they [9] ____ doing?	playing tennis / meeting friends	taking photos / designing websites

6 Read the advert and choose a penfriend. Write an email as if you are Emily or Sam. Use the strategy and the fact file in Ex 5 to help you.

Penfriends4u

Are you looking for a penfriend? Choose one below and write an email to them. Describe yourself and your interests. Don't forget to ask some questions too!

Albert, 16
Czech Republic



Adrianna, 15
Poland



Marcos, 17
Brazil



Sophie, 15
Australia



7 CHECK YOUR WORK Did you …

- use vocabulary from the unit?
- use the present simple and [illegible]?
- use some fixed phrases for informal emails?

LIVEWORKSHEETS