

WRITING

An informal email



- 1 Read Jack's email to his friend Ethan. Which two of the activities in the pictures (a–c) did he do?

a



b



c



TO: Ethan@postit.co.uk
FROM: Jack@comunica.com
SUBJECT: News!

Hi Ethan,

A ¹How are things? Are you enjoying life in Mexico?
²I just wanted to get in contact because I haven't sent you an email for a long time. Sorry about that!

B I've been quite busy recently. I'm in the school play, and we've had lots of rehearsals after school. I've got a big part, so it hasn't been easy to learn all my lines! But I think I've finally managed to do it. I hope so, because the play's next week! Have you ever done any acting? Perhaps you can give me some advice!

C Last Saturday was my dad's 50th birthday, so he took us all out for a meal in a lovely restaurant in the country. All his brothers and sisters came, and everyone gave him a present. I gave him a Manchester United football scarf because he's a big fan. I think he liked it!

D So, that's my news. When are you coming back for Christmas?

Bye for now!
Take care,
Jack



- 2 Read the email again. Match the paragraphs (A–D) with the information (1–4).

- | | |
|--|--------------------------|
| 1 Say goodbye | ☐ |
| 2 Things Jack has done recently | ☐ |
| 3 Things Jack did at a particular time | ☐ |
| 4 Say hello and why you're writing | ☐ |



- 3 Look at paragraphs B and C again. What tenses does Jack use to describe his actions? Why?

- 4 Match the underlined expressions in the email (1–5) with the expressions (a–e).

- | | | | |
|------------------|--------------------------|-----------------|--------------------------|
| a Love, | ☐ | d See you soon! | ☐ |
| b I'm writing to | ☐ | e How are you? | ☐ |
| c Hello | ☐ | | |

Write an email to a friend in England telling them what you've done recently.

PLAN

- 5 Make two lists.

- Things that I've done when the exact time is not important, or which are not finished (present perfect)
I've played a lot of video games.
- Things that I did at a particular time (past simple)
I played a great new video game last Tuesday.

WRITE

- 6 Write your email. Remember to include four paragraphs, your ideas from Exercise 5, vocabulary from this unit and phrases from the *Useful language box* (see Student's Book, p9).

CHECK

- 7 Do you ...
- start and end the email correctly?
 - give the reason why you are writing?
 - use verbs in the correct tense?

