1.7 WRITING

An informal email

1 Which of these expressions should not be used when:

starting an email:

1 A Dear Dave B Hi Dave C I'm Dave

finishing an email:

2 A Write soon B Thanks for your email C Say hello to your parents

3 A All the best B Nice to see you C Bye for now

4 See you ...
A best B soon C in June

5 Have a
A good time B good trip C fun

6 A Regards, Tom B Love, Tom C You're Tom

2 Change the underlined words to contractions.

Hi Sofia,

Thanks for your email. I'm / I am glad you want to write to me. I [1]_____ / do not speak Spanish, so [2]_____ / it is lucky that your English is so good.
What are you interested in? I love travelling and photography. [3]_____ / I have got a blog with photos of my holidays on it. Click here. Do you like them?
I [4]_____ / do not think they are very good but they are my photos! My next holiday (next week!) is in Greece!
[5]_____ / It is great that you can come to England. My mum is very excited but [6]_____ / she is worried. She [7]_____ / does not know how to cook Spanish food.
She wants to know what you like so she can find it on the Internet! Say hello to your family. See you in July.

Bye for now,
Ruby

3 Complete the email with one word in each gap. The last letters are given.

Hi Ruby,

Thanks for your email. I love your photos! I can teach you some Spanish if you like and then you can come to Spain, take lots of photos and try our food!
I'm [1]_____**d** in travel too. I sometimes go to Morocco – it isn't far from my town! I love the food there and the people. They are very friendly. I like Moroccan music too. Do you like [2]_____**t**? What kind of music are you interested [3]_____**n**? Please say thank you to your mum but I want to eat real English food when I am in England. [4]_____**y** hello to your parents. See you [5]_____**n**. I hope you like Greece.
[6]_____**e** a good trip!
[7]_____**l** the best,

Sofia

SHOW WHAT YOU'VE LEARNT

4 You want to write to someone from a different country. You see this message on a website and decide to write an email to Marysa.

- Start and finish the email appropriately.
- Tell Marysa about yourself (age, town, family).
- Ask questions about her life and hobbies.
- Tell her about your interests and how you spend your free time.

Hi!
My name is Marysa. I'm a Dutch girl from a small town near Amsterdam.
I am 18 years old. I speak Dutch, English and German. I want to find friends from all over Europe.
Please write to me at marysa17@poli.nl

SHOW THAT YOU'VE CHECKED

Finished? Always check your writing.
Can you tick √ everything on this list?

In my email invitation:

- I have started the email correctly, e.g. *HiMarysa*. ☐
- I have given personal information about myself – my town, family, age, etc. ☐
- I have asked Marysa about herself. ☐
- I have talked about my interests. ☐
- I have talked about my free time activities. ☐
- I have asked Marysa about her interests and free time. ☐
- I have used the Present Simple correctly. ☐
- I have checked my spelling. ☐
- My text is neat and clear. ☐

LIVEWORKSHEETS