

Writing emails

You will have a barbecue on Saturday.

Write an email to a friend.

Invite him/ her to the barbecue.

is like cook wait my are start come have

Hi

Next Saturday my daughter's birthday.

We will a barbecue at house.

Would you to come?

It will at 4.30pm.

Many friends and relatives coming.

I will chicken and beef.

I for your reply.

Thank you,

Write your invitation here,

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Writing emails

You moved to a new flat.

You write to your friend Tom to tell him about your new flat.

Put the words in the right place and write the email.

garden the soon sink and you a new love shower room is

Dear Tom,

We moved to a flat. It wonderful. There is a, a living, three bedrooms, a kitchen a bathroom.

The children playing in the garden.

In kitchen, there is a microwave, a and a cooker.

There is bath and a in the bathroom.

Our address is

I hope will visit

Best wishes,

..... and family

Write it here;

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Writing short messages

Move the words into the right place to make a message:

today can like tell lunch meet coffee going are

Hello

How you?

I am to Catford

Would you to me?

We have or maybe

Please me what you think.

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you or me come like on house somewhere you

Hello

How are?

Would to meet up Thursday Friday?

You can to my, or we can meet nearby.

Please let know.

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How going Would to do today doing

Hello

..... are you?

What are you today?

I am to Lewisham library

..... you like meet me?

What you think?

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are next are what see like my nice your

Hello

How you?

What you doing weekend?

You and family can come to house.

It would be to you.

Would you to come?

Please tell me you think.

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Name

Date

Learning Goal 1: Write a simple email.

Write an email to a friend.

Invite him/ her to a barbecue at your house.

Choose the right word to fill the gap;

is like cook wait my are start come have

Hi

Next Saturday my daughter's birthday.

We will a barbecue at house.

Would you to come?

It will at 4.30pm.

Many friends and relatives coming.

I will chicken and beef.

I for your reply.

Thank you,

Write your invitation here,

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Name

Date

Write a simple email.

You have moved somewhere new.
Send a message to a friend.

Choose the right words to fill the gaps;

moved well not work every hear hours go /goes is on to are

Hi (name).....

How you?

Sorry for contacting you for a long time.

I to a new place.

It is Sunny road.

There a park nearby.

My child/children/grandchildren still to the same school.

I go ESOL class week.

I hard in my ESOL class.

I also work at for(number) of every week.

I hope you are and I hope to from you soon.

Write your email here,

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Name

Date

Learning Goal 1: Write a simple email.

Choose one of the topics below

Your child's teacher helped your child a lot with their spelling and you want to say thank you.

Your child's teacher helped your child a lot with their maths and you want to say thank you.

Your child's teacher gave your child a lot of praise for their work and you want to say thank you.

Choose the right word to fill the gap;

a lot want helped let help gave say very

Dear (teacher's name).....

My child, (child's name)....., found spelling/maths..... difficult.

You them and I want to thank you.

OR

My child, (name)....., worked really hard on the last project.

You celebrated that and them good feedback, so I to say thank you.

Please me know how I can my child.

Best wishes,

(your name)

Write your thank you message here,

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Name

Date

Write a simple email.

Your child's teacher invited you to meet them to talk about your child's work on Tuesday at 4pm.

You are now busy on Tuesday at 4pm.

You would like to change the meeting to Wednesday at 4pm.

Write an email to say this;

Choose the right word to fill the gap;

busy meet talk sorry change Wednesday very hope

Dear (name).....

My name is and you kindly invited me to..... with you about my child,
(name)....., at (school name)..... on Tuesday at 4pm.
I'm sorry, but I am now at 4pm on Tuesday.

Can we at 4pm on?
I this is ok and I'm very to have to this.

Best wishes,
(your name)

Write your message here,

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Name

Date

Write a simple email

Write your email here,

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