WRITING

PREPARE TO WRITE

Writing Part 6 An email

GET READY Read the note from David to his dad. Correct the punctuation. Add full stops, capital letters, apostrophes and question marks. In pairs, compare your corrected notes.

dear dad

Lana and i need to get some things for pias party. please can you take us to the supermarket this morning thanks! see you later.

david

PLAN **You have just bought a birthday present for your sister. Write a message about it to your English friend Sam.**
In your message

- say what you have bought for your sister
- say why you chose it
- say which shop you bought it in.

LIVEWORKSHEETS

WRITE 25 words or more. Make sure you include information about all three ideas in your answer. Think carefully about punctuation.

IMPROVE In pairs, read each other's notes and look for mistakes. Check that you have both included all the necessary information and that you used punctuation correctly.

WRITING An email

1 Rewrite the sentences with the correct punctuation.

0 I've just seen nicola.

I've just seen Nicola.

1 What time shall we meet

2 Lets go home.

3 I need to buy something from the market

4 I saw mr Smith yesterday.

LIVEWORKSHEETS

2 Rewrite the emails with capital letters, apostrophes, full stops, commas and question marks.

1 dear victor i cant wait to see *Quiet Lake* it sounds really good shall we meet at the cinema at six see you soon ivan

2 hi paloma on friday my train will arrive in the town centre at ten o'clock id like to meet you at the café in market street i need to go to the chemist first to get a new hairbrush love stella

3 Read Stella's email again and complete the notes.

Stella's email

2 hi paloma on friday my train will arrive in the town centre at ten o'clock id like to meet you at the café in market street i need to go to the chemist first to get a new hairbrush love stella

0 who the email is to: *Paloma*

1 what time her train will arrive in the town centre: _____

2 where to meet: _____

3 what she needs to do in town: _____

LIVEWORKSHEETS

PREPARE FOR THE EXAM

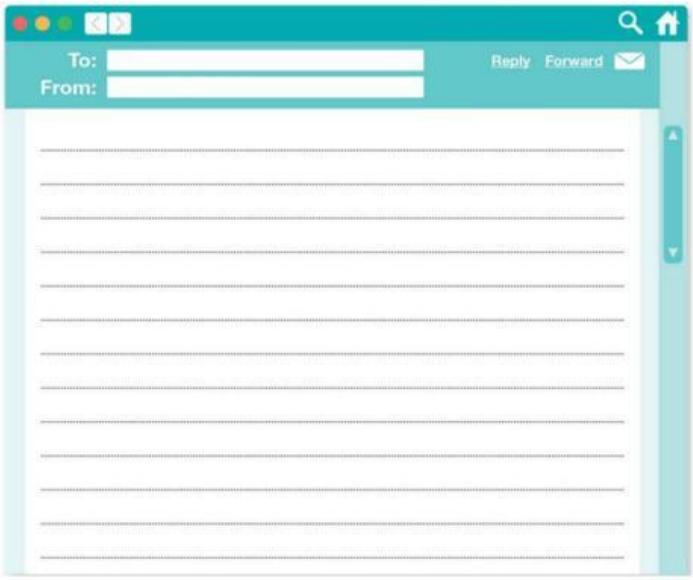
Writing Part 6

4 **You are going to meet your friend Kim at the shopping centre on Saturday. Write an email to Kim.**

Say:

- **what time** your bus will arrive at the shopping centre
- **where** to meet
- **what** you want to do at the shopping centre.

Write **25 words** or more.



EXAM TIPS

- Include information about the three ideas in the question.
- Use informal English because you are writing to a friend.

LIVEWORKSHEETS