3H

Writing

An email

I can write an informal email.

Preparation

1 Complete phrases 1–8 with the words below.

for from of soon things to (x2) wishes

1 Give my love _____ your parents.
2 Thanks _____ your email.
3 That's all _____ me.
4 Best _____ ,
5 How are _____ ?
6 Lots _____ love,
7 Say 'Hi' _____ your sister.
8 I hope to see you _____ .

Writing Strategy

There are certain expressions that are used to begin and end an informal email, like *Dear ...* and *Best wishes ...* But emails usually include a few other 'social phrases' near the beginning and end. These make the email sound more natural and friendly.

2 Read the Writing Strategy. Then choose three phrases from exercise 1 to complete the email below. (More than one answer is possible.)

To: james@email.com

Hi James,

1 _____ I hope you and your family are well. What are you doing at the moment? I'm trying to finish my homework, **but** / **so** it's taking a long time!

How about meeting in town one day soon? I want to try the new café on Market Street because my mum says it's very good. We can go there after school **because** / **or** meet for lunch one Saturday.

I'm going to Ava's barbecue next Saturday. Are you going too? It's at her house. I'm helping her with the preparations **because** / **so** I'm arriving early. I hope I see you there!

2 _____ I have to get my things ready for tomorrow morning. Please write soon!

3 _____

Holly

3 Circle the correct linking words in the email.

4 Complete the sentences with the correct linking words below. Sometimes more than one answer is possible.

and because but or so

1 I'm tired _____ I want to go to bed.
2 I'd like to go out this evening, _____ I can't.
3 I can speak French _____ my mum's from France.
4 Let's go to the newsagent's _____ buy a newspaper.
5 Do you want to eat at home _____ go to a restaurant?
6 My name's Lisa _____ I'm your new penfriend.

5 Read the task. In what order does Holly cover the three points in exercise 2? Number them 1–3.

Write an email to your friend in which you:

- talk about a future arrangement. ☐
- suggest an activity to do together. ☐
- say what you are doing now. ☐

Writing Guide

6 Plan an email for the task in exercise 5. Make notes about:

1 a future arrangement.

_____

_____

2 a suggestion for an activity.

_____

_____

3 your current activity.

_____

_____

7 Write an email following your plan from exercise 6. (You can choose a different order for points 1–3.) Include phrases from exercise 1.

CHECK YOUR WORK

Have you ...

- ☐ covered all three points in the task?
- ☐ used phrases from exercise 1?
- ☐ used linking words to join your ideas?
- ☐ checked your spelling and grammar?

LIVEWORKSHEETS