

Read the rubric and answer the question.

- 1 What is the purpose of the email?
- 2 What do you have to write?
- 3 What kind of information should you include?
- 4 What style will you write in? Why?

You have received the following e-mail from a friend:

From: Sean

Subject

Hey! I'm going on holiday in a week and I would like to take a good book with me.

Have you read a good recently? If so, please write and tell me all about it?

What type book is it? What's it about?

What did you like about it?

Reply soon,

Sean

1. Read the rubric and underline the key words. What do you have to write, who to and why? What style will you write it in? Who is your favourite author?

You have received this e-mail from your English pen friend, John.

I'd love to read a book written by an author in your country. Can you suggest a book I could read? Write a reply to John (100-140 words).