

DEVELOPING WRITING

An informal email

1 Read the email. Tick (✓) the things Jed talks about.

- 1 How he feels about his routine ☐
- 2 The things he likes to watch on TV ☐
- 3 Homework that he doesn't like to do ☐
- 4 A party for his birthday ☐

2 Read the phrases from the email. Match them with the words that have been left out.

- 0 ... good to get your last email. ☒ b
- 1 ... everything going well? ☐
- 2 ... any chance of you coming? ☐
- 3 ... would be great to see you here. ☐
- 4 ... hope you can come. ☐

- a I
- b It was
- c It
- d Is
- e Is there

Hi Tania,

How's it going? Good to get your last email – it was fun to read. I liked hearing about your life, your routine and stuff, so I thought I could tell you about mine.

So, what can I tell you? Most weeks are the same as other weeks, really. I guess that's true about everyone, though. Monday to Friday, well, they're school days, so that's a kind of routine. You know, get up at 7.30, go to school at 8.45, come home at 4.00 and do homework, then have dinner and go to bed. Well, that's kind of true, but, you know, lots of things make every day different, so I don't mind the routine. It's OK. Every day there are different lessons at school and different things on TV in the evening. Even the homework is different sometimes!

Anyway, I wonder how you're getting on at your new school. Everything going well? I'm sure it is – you know how to make new friends and get on with things, right?

By the way, it's my 15th birthday next month (Saturday 12th) and we're having a party. Any chance of you coming? Would be great to see you here. Hope you can come. Let me know, OK?

So, what was I saying about routine and things? Yeah, right, homework – and I've got some to do, so I'm going to stop here. But I really, really want to hear from you again soon, OK?

Take care,

Jed

3 Read the email again. Find these phrases.

- 0 What Jed says instead of *How are you?*:
How's it going?
- 1 Two ways that Jed starts to talk about a different topic: _____ and _____
- 2 Three ways he checks that Tania is following him:
_____, _____ and _____
- 3 How he ends his email: _____

4 Write an email to an English-speaking friend (150–200 words). Your friend wants to know about your weekends and your routines.

- Think about how to start and finish your email.
- Think about how you can make your email friendly and chatty – for example, asking questions to check your friend is following you and/or leaving words out to sound more informal.