

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

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.

