

Question

FORMAT

To: joey@gmail.com ← 1) Receiver's email address

From: sarah@hotmail.com ← 2) Sender's email address

Subject: Shopping Trip ← 3) Subject

Hi Joey, ← 4) Greeting

5) Introduction

How are you doing? I hope you are in the pink. Do you have plans this weekend?

I was thinking we could go shopping. Which mall could we go to and how can we go there? What can we eat there? ← 6) Content

I am looking forward to your reply. Bye! ← 7) Conclusion

8) Sign off → Your best friend,
9) Your name → Sarah

Part 1: Brainstorm ideas to reply to the email

Paragraph	Content/Ideas/Writing Plan
Which mall could we go to?	
How can we go there?	
What can we eat there?	

Use the tips about writing an email

To greet: - Hi Nina, - Dear Mia, - Hello George,	To start an email: - How are you doing? I hope you are in the pink. - It's great to hear from you. How are things with you? - I'm sorry I haven't written for a while.
To suggest: - I would suggest... - I recommend that ... - I think it's a good idea...	To advise: - You should/must... - You have to... - I think you need to... - It would be good if...
To justify: - The reason is... - It's a good idea because...	Use cohesive devices: - Furthermore - Besides that, - Moreover, - Additionally, - Firstly - Secondly
To wish: - Have fun! - All the best! - Good luck! - Enjoy your trip!	To end the email: - Hope to hear from you soon. - I can't wait to meet up soon. - Looking forward to your reply
To sign off: - Regards, - Love, - Your brother/ Your friend/ Your cousin - Best wishes,	

Part 2: In about 80 words, write an email to your friend.

To: joey@gmail.com

From: sarah@hotmail.com

Subject: Shopping Trip

Hi Joey,

How are you doing? I hope you are in the pink. Do you have plans this weekend?

I was thinking we could go shopping. Which mall could we go to and how can we go there? What can we eat there?

I am looking forward to your reply. Bye!

*Your best friend,
Sarah*

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.