

WRITING PART 1 (EMAIL)

In this part you:

- **read** an email with four notes attached
- **write** an answer to the email, using all the notes

FOCUS: UNDERSTANDING THE TASK

1 In pairs, look at the Part 1 exam task on the last page and answer the questions.

- 1 Who has written to you? *Jude, your English-speaking friend.*
- 2 What is the email about?
- 3 Find the four notes. What do they say?
- 4 What kind of text are you going to write?
- 5 How many words must you write?

2 Match 1–7 in Jude's email with purposes a–g.

- | | |
|---------------------------------------|------------------------------------|
| 1 Do you like ... | a finishing email and signing name |
| 2 See you soon, Jude | b asking for information |
| 3 Can your parents ... | c starting an email |
| 4 What activities ... | d saying what the email is about |
| 5 Hi | e asking for suggestions |
| 6 We want to set off ... | f asking if something is possible |
| 7 ... coming to the beach with me ... | g giving information |

TIP

The notes pointing to parts of the email tell you what you must write about.

Remember

Always put the beginning, e.g. *Hi Jude*, the ending, e.g. *See you soon*, and your own name on separate lines.

TIP

You must include all the notes in your answer.

GRAMMAR: PREPOSITIONS OF TIME

3 Circle the correct preposition in each sentence.

- 1 We arrived *at / on* midday last Friday.
- 2 My sister often goes out *in / at* the evening.
- 3 Our school year finishes *on / in* June.
- 4 My grandparents are coming *on / in* Thursday.
- 5 The last bus is *on / at* 4.30.
- 6 *At / In* winter it gets very cold here.
- 7 My birthday is *in / on* 29th May.
- 8 My dad usually plays football *at / in* the weekend.

TIP

In Part 1, you may need to write times, days or dates. If so, use the right prepositions!

Remember

in January, *in* summer, *in* the morning, *in* the afternoon, *in* the evening, *at* the weekend, *at* night, *at* 5 p.m. *on* Monday, *on* 22nd May

VOCABULARY: MAKING SUGGESTIONS

4 Complete the suggestions with words from the box.

How about Let's Why don't we

- 1 go to the zoo on Saturday?
- 2 taking Sam to the beach for her birthday?
- 3 go to the cinema this evening.
- 4 take the train. It's quicker than the bus.

5 Write a suggestion for each statement. The pictures will help you.

- 1 I'm so hungry!

How about getting some food?



- 2 I'm so hot!



- 3 We're bored!



- 4 It's raining!



- 5 I don't know which bus to take!



You **must** answer this question.

Write your answer in about **100 words** on the answer sheet.

Question 1

Read this email from your English-speaking friend Jude and the notes you have made.

EMAIL

From: Jude

Subject: Saturday trip to the beach

Hi,

I'm so glad you're coming to the beach with me and my family this Saturday! We want to set off from home by 10 a.m. Can your parents give you a lift to my house?

Me too!

No, because ...

Tell Jude

My mum's going to prepare some food so we can have a barbecue when we're there. We can bring meat or vegetarian food – which would you prefer?

What activities should we do when we're at the beach?

See you soon,
Jude

Suggest ...

Advice

This task is always in an email format so you must start the email with an appropriate greeting, e.g. *Dear (name)*, *Hi (name)*, and an appropriate ending, e.g. *Bye*, *See you soon*, *Best wishes*, *All the best*.

TIP

As you will notice in this example writing task, there are lines that go to certain parts of the text. Pay special attention to where the lines are pointing and the notes at the other end of the lines (*Me too!* / *No, because ...* / *Tell Jude* / *Suggest ...*). The notes are telling you what you need to write about.

Write your **email** to Jude using **all the notes**.

TIP

When you have written your email, re-read it and tick (✓) the notes to check you have included them all.