

Write An informal letter / email based on prompts

A. Your friend, Andrew, who lives in Birmingham, will be visiting your country for a month. Read the letter he has written to Mark, a common friend of yours, who lives in another city. Why is Andrew writing to him?

Dear Mark,

Guess what! My parents and I are staying at a report in your country this summer. That means I'll be able to get together with you and some of the others who were here on the language course last year. I'm so excited!

We'll be there during the month of August, so I was thinking of paying you a visit on the second weekend in August. Would that be convenient for you?

No way!
Stay with
us.

I plan to arrive by train some time on Friday afternoon and I was wondering if you could recommend a good hostel somewhere near the station. I don't want to be too much of a nuisance, so we could get together any time and at any place that is best for you. Just tell me how to get there from the station and I'll find it.

Meet at...

You probably remember that I'm really into photography. I'd really love to get some good shots of nature spots or places of historical interest while I'm there, too. What do you suggest?

Well, got to go now. Can't wait to hear from you!

Must see...

Yours,
Andrew

Get there
on foot...

B. Read Andrew's letter again and look at the notes Mark has made. Match Mark's notes to the points a-c which show what he should include in his reply to Andrew.

a. suggest something b. offer accommodation c. give directions

C. Now read the email that Mark has written to Andrew and underline the sentences that correspond to his note. Has Mark included all the necessary information in his email?

Hi Andrew.

I'm so glad to hear that you will be here in August! It's the best time of the year and it's wonderful that we'll be able to get together again.

We won't be on holiday in August, and my parents insist that you should stay with us while you are visiting. We have lots of space and my mother would be very disappointed if you stayed at a hostel. Since you are arriving by train, I suggest that we meet at my father's bakery. I'm usually there on weekday afternoons and it's very close to the station. The main entrance is on Chester Road. Turn left and walk along this road for a bit. Take the second turning on the right into Maple Street. Our bakery is at the first traffic lights, on the corner of Maple Street and Redwood Avenue. You can't miss it.

Well, I have to rush off to the bakery now. Hope to hear from you soon! Bye for now.

Your friend,
Mark

D. Read the two paragraphs below and choose the most suitable one to complete the email above. Then decide where you would include this information. Why is the other paragraph not suitable?

a.

There are so many fun things to do here that you'll have a hard time choosing where to go first. There's a great waterpark we definitely have to go to. And the nightlife is something else. We'll have a great time!

b.

How could I forget your passion for photography? There is an archaeological site nearby that I know you'll love. You'll be able to get fantastic photos of the ancient ruins, and the surrounding countryside is absolutely breathtaking. Plus, there are lots of other fun things to do in and around the town.

E. Read the expressions / phrases in the table and the situations 1-3. How would you reply?

Suggesting

Let's...
Why don't you / we...?
How about...?
I suggest...
We should definitely...
I think it would be a good idea to...
There is a nice... where you / we can / could...
There is a... nearby that you'll love.
Something you / we shouldn't miss is...
What do you think about...?

Asking for directions

How do I get from... to...?
Where exactly is...?
What's the best way to get there?
Can you tell me the way to...?

Giving directions

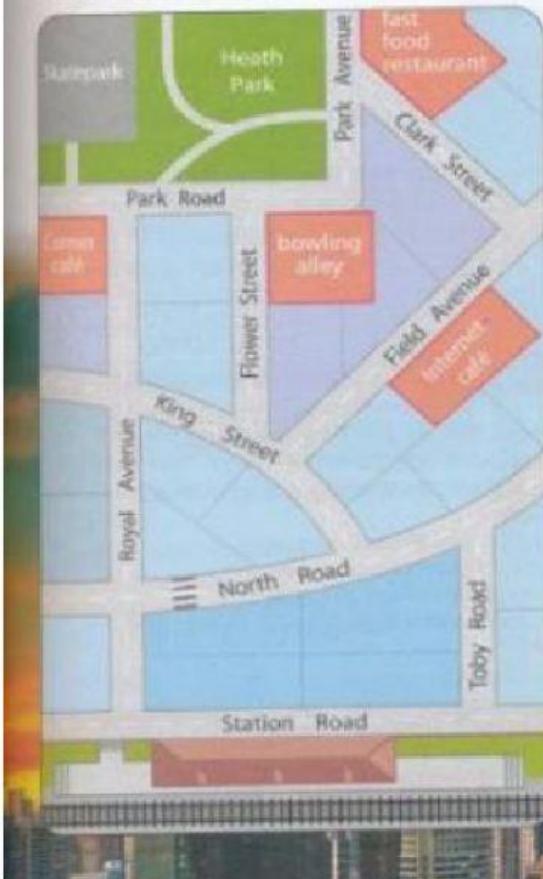
Go up / down / along... Street / Road / Avenue.
Go straight on... for about 200m / until you come to.
Walk / Go past / towards...
Turn left / right into... Street / Road / Avenue.
Turn left / right at the crossroads / signpost / traffic lights / stop sign / corner.
Cross at the pedestrian crossing / traffic lights / footbridge.
Take the first / second turning on the right / left.
It's opposite... / near... / next to... / between...
It's at the end of...
It's on your / the right / left.
It's on / at the corner of...

1. A cousin of yours who lives in another town is visiting you on Saturday evening and wants you to go out together. What do you suggest?

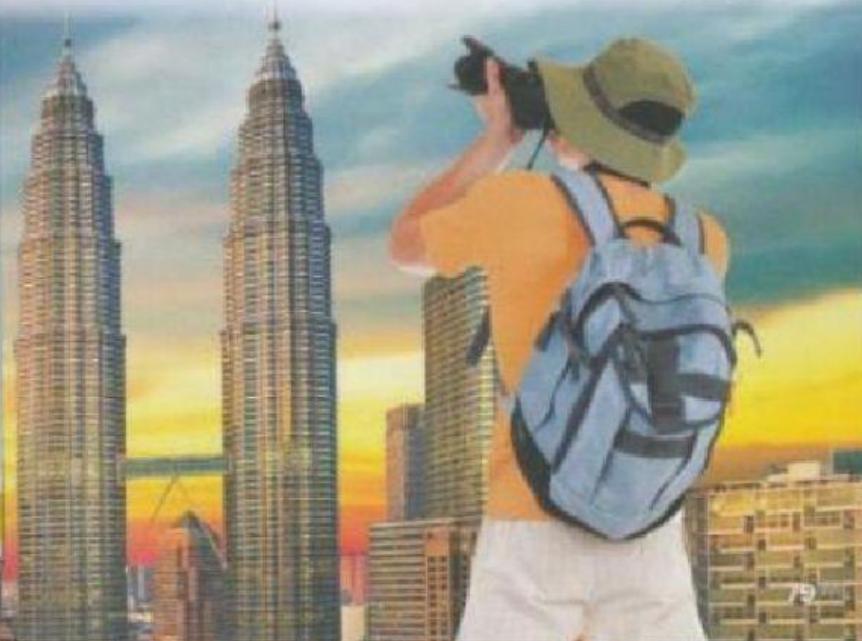
2. You are having a party and have also invited a new classmate of yours. She doesn't know where you live. Give her directions from your school to your house.

3. You receive an email from your brother who's studying abroad. He wants to buy your parents presents before he visits and has asked you for ideas. What do you suggest?

F. Andrew will also be visiting your city / town and has sent you the letter in activity A. Read his letter and the notes again. Then look at the map below and write an email responding to Andrew using all the notes. You can use Mark's email as a model, but you must use your own ideas and expressions/phrases from the table in activity E above.



For advice regarding an informal letter / email, a plan, set phrases you can use and the appropriate layout see pages 19 and 170.



Dear _____,

Yours,