

## WRITING EMAILS

### An informal email

Look at the question and answer, do the exercise to improve your writing skills.

Answer this question.

You are going to spend a weekend with your friend from California called Chris Evans. Read the email you have just received from Chris and the notes you have made. Write a reply to Chris using all the notes **(in red)**. You should write approximately 150 words.

New message from Chris

Hi,

I'm very happy that we'll see each other next weekend! A friend of mine plays in a band and they're going to play a small concert on Friday evening. *Would you like to go and see my friend playing with the group?*

Great idea!

We need to decide what to do on Saturday. We could either take a trip down the Bridge in a boat, I am sure you'd love the beautiful landscape. Or we could go and visit the Historical places. *Can you tell me which activity you'd rather do?*

Tell Chris.

Give some advice.

I wanted to ask your advice about something. I've just started to learn Spanish but I only have one hour of lessons every week. *Can you give me some advice on how to improve my Spanish as quickly as possible?*

Just one final thing. You told me in your last message that you have a new skateboard. *Could you bring it with you to California?* I'd love to have a go on it.

Not Possible. Say why.

All the best,

Chris



Reading



Writing



Speaking



Listening

File Edit View Insert Tools Message Help



Send



Save



Attachment



Signature



Personalize



Recorder



Typing



3D Effects

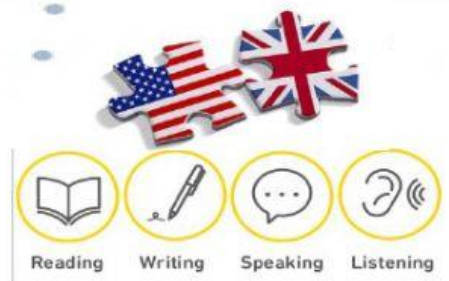
Arial

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To: Chris Evans

Subject: Coming to California



**Read the questions and choose the correct answer.**

**1. Who is Chris?**

- A) A teacher                      B) A friend                      C) A person you met on holiday

**2. Which sentence below is true?**

- A) You have invited Chris to come to your country.  
B) You are going to California together next summer.  
C) You are going to visit Chris in California next weekend.

**3. Which sentence is true?**

- A) Chris is a boy.                      B) Chris is a girl.                      C) Chris could be a boy or a girl.

**4. Which of the following points do you NOT need to include in your email?**

- A) Say you want to see Chris's friend's concert.  
B) Tell Chris which activity you want to do on Saturday.  
C) Give Chris some advice on learning Spanish.  
D) Tell Chris that you can't bring your skateboard to California.  
E) Say why you can't bring your skateboard.  
F) Tell Chris what your favorite type of music is.

**5. How long should the email you write to Chris be?**

- A) More or less 100 words  
B) More or less 150 words  
C) More or less 200 words

**6. You need to give Chris some advice. Which option has three correct ways to give advice in English?**

- A) You should ... / You will ... / Would you like to ... ?  
B) If I were you, I would ... / Why don't you ... ? / You should ...  
C) If I were you, I would ... / You will ... / You have to ...