PET WRITING PART 1

Question 1

Read this email from your English teacher Mrs Lake and the notes you have made.

EMAIL

From: Mrs Lake

Subject: End of year party

Dear Class,

I'd like our class to have a party to celebrate the end of the school year.

Great!

We could either have a party in the classroom or we could go to the park. Which would you prefer to do?

Explain

What sort of activities or games should we do during the party?

Suggest ...

What food do you think we should have at the party?

Tell Mrs Lake

Reply soon!

Anna Lake

Write your email to Mrs Lake using all the notes.
Write your answer in about 100 words on the answer sheet.

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Email structure

The first thing you need to know is **the different parts of an email**, and these are:

- **Greetings:** we *greet* the other person (i.e. say «hi» or «hello»).
- **Opening paragraph:** we react to the other person's news and ask them how they are feeling and whatever else you feel is appropriate.
- **Main paragraph 1:** in this paragraph we deal with the first important point, which we can identify in the instructions.
- **Main paragraph 2:** if there is a different point to deal with, this paragraph will do so.
- (We might have more main paragraphs, depending on the task.)
- **Closing paragraph:** in this paragraph we «start» to say goodbye by wishing the other person well and asking them to reply to your email.
- **Goodbye:** we use a short expression to say goodbye.
- **Signature:** we sign the email with our name.

Greetings

In order to start your **email in Writing Part 1 for Cambridge English: Preliminary (PET)**, you can use different expressions, which are really typical and easy to remember. We have 3 basic ways to greet in this kind of writing, which is usually for a friend or family member:

- *Hi John,*
- *Hello John,*
- *Dear John,*

Notice how «hi» is less formal than «hello» or «dear». Also, **don't forget to write a comma (,)** right after greeting your friend or relative. After greeting the addressee (i.e. the person who will read the email), you must start **the opening paragraph in a new line**.

Opening paragraph

The opening paragraph is the place to **react to your friend's or relative's email**. In order to do so, you can use a number of different expressions. Here we have some examples:

- *It's nice / great / good to hear from you.*
- *It's nice / great / good to read your email.*
- *I'm glad to hear your news.*
- *I'm excited about... (your news.)*
- *It's great to hear that...*
- *I'm sorry to hear that...*
- *I'm really sorry to read your news.*
- *Thanks a lot for writing!*
- *It was good to receive your email.*
- *Thank you very much for your email.*

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Main paragraphs

For the main paragraphs, there aren't any fixed expressions which you must use, as it depends mostly on what you have to write about. However, you should try to **make use of connectors and appropriate punctuation**. So let's take a look at **common useful connectors and the punctuation** we use them with:

- ... *and*... : to connect two similar things or ideas.

> *I love reading* ***and*** *listening to music.*
>
> *My favourite meal is fish* ***and*** *chips.*

- ..., *but*... : to connect two contrasting ideas.

> *I love watching Tv,* ***but*** *I don't have a favourite show.*
>
> *I am reading a book,* ***but*** *I don't remember the title.*

- . *However,* ... : to connect contrasting ideas.

> *Last month, I went to the cinema.* ***However,*** *I didn't enjoy the movie.*
>
> *I am a very big fan of this author.* ***However,*** *I haven't read his last novel.*

- *Moreover,* ... : to add more information about something.
- ... *because*... : to justify an opinion or idea.

> *My mum is the perfect cook* ***because*** *she knows a lot of recipes and has plenty of experience.* ***Moreover,*** *she experiments with different ingredients all the time.*

- . *Because of that,* ... : to justify an opinion, fact or idea.

> *My mum likes to cook using new ingredients all the time.* ***Because of that,*** *she creates original dishes every month.*

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- . As for.../ Regarding... : to switch to a new topic. For instance, you can use this connector to start the second main paragraph.

> ***As for/Regarding*** *why I like this cookery show, I think it's because it's a great way to see new recipes.*

- Time linkers: *then, after that, yesterday, this morning, last summer, etc.*

> ***Last night,*** *I watched a very good action film.*

Closing paragraph

As we mentioned earlier, a closing paragraph in this Writing part 3 is used to start saying goodbye to the addressee and to ask for a response to your email. So we can use the following expressions:

- *Well, it's time to say goodbye.*
- *Anyway, I have to go now.*
- *Well, it's time to go.*
- *Anyway, gotta go.*
- *I really hope to hear from you soon.*
- *I'm looking forward to hearing from you.*
- *I hope you write back soon.*
- *Make sure you write back soon.*

Also, if you still have to write more words, **you can add a question** for a subsequent email. This question should be related to the topic of your piece of writing.

Saying goodbye

There are many ways in English to close an informal email. The most frequently used ones are the following:

- *Best wishes,*
- *Best,*
- *Sincerely,*
- *Take care,*
- *All my love,*
- *Love,*
- *Lots of love,*
- *See you soon,*
- *Regards,*

Notice how **there is a comma (,) after each of the phrases**. Also, after writing any of these sentences, make sure you **write your name on a different line**. And write your name without a full stop!

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