AN INFORMAL EMAIL

a Read the email. Who do you think Stefan is?

From: Carmen <carmensanchez@hotmail.com>
To: Stefan <stefan7541200@moebius.ch>
Subject: Hi from Madrid

Hi Stefan

My name's Carmen. I'm 19, and I'm from Cáceres, in Spain. I'm a receptionist at a hotel. I'm studing English becuse I need it for my job.

I live with my parents and my brother and sister. My father is an arkitect and my mother works in a clothes shop. My brother and sister are at school.

I don't have very much free time because I work six days a week. I usualy go shoping on my day off. In the evening I like seeing freinds or listening to music. I really like hip hop. What kind of music do you like?

Please write soon.

Best wishes
Carmen

b Cover the email. What personal information can you remember about Carmen? What does she say about her family and her free time? Look at the email again and check.

c Look at the six underlined spelling mistakes. Can you spell the words correctly?

d Plan a similar email. Make notes about the following information.

Paragraph 1: Your name, age, and where you are from. Say what you do, and why you are studying English.

Paragraph 2: Who you live with. Say something about them.

Paragraph 3: What you like doing in your free time.

Informal emails
Beginning: *Hi* + name
Middle: Use contractions, e.g. ***I'm*** *from Cáceres.*
End: *Best wishes* or *Love* (for a good friend)

Rewrite the underlined words in correct spelling

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WRITE AN EMAIL TO YOUR FRIEND

From: .....

To: .....

Subject: .....

LIVEWORKSHEETS