

AN INFORMAL EMAIL

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

X

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

WRITE AN EMAIL TO YOUR FRIEND

From:

To:

Subject: