

Writing: an Informal Letter

1. Read the Writing strategy and then write the missing words to complete the letter below

1 _____ Lily,

Thanks for your letter. How 2 _____ you? I had a great weekend. Lauren came over and we watched the third Hobbit film on DVD. I saw the second film last year and I loved it.

I enjoyed the film, but I didn't think it was brilliant. There are some exciting scenes, but it's really long and I got a bit bored by the end.

Before the film, we made pizzas and popcorn. We ate them while we were watching the film. (The pizza was a bit burned!)

Would you like to go shopping next weekend? I need to buy a birthday present for my dad, but I want to find some clothes for me at the same time. How about meeting for lunch too?

Anyway, that's all for 3 _____. Write again 4 _____.

5 _____ wishes,

Paige

Writing Strategy

When you write a letter to a friend or relative:

- Start with: Dear [Jake],
- Begin the main part of the letter with a short introduction. You can use phrases like: *How are you? Sorry I didn't reply sooner. Thanks for your letter.*
- Write in paragraphs.
- Do not use very formal language in your letter.
- Use contractions (*it's, there's, etc.*).
- Finish the main part of the letter with a short paragraph. You can use phrases like: *That's all for now. I'd better go now. Write again soon.*
- End the letter with *Love*, or *Best wishes*, and your first name.

Writing Guide

Write a letter for the task in exercise 5. Remember to include extra information for each point. Do not copy ideas from the model in exercise 3.

_____ (greeting)

_____ (introduction)

_____ (what film?)

_____ (your opinion)

_____ (another activity)

_____ (an invitation)

_____ (final paragraph)

_____ (close the letter)

_____ (sign your name)

2. Read the task below. Underline the parts of Paige's letter which give extra information about each of the four points.

- You and a friend watched a film at your house recently. Write a letter to another friend in which you:
- Say what film you watched.
 - Give your personal opinion of the film.
 - Mention something else you did on that occasion.
 - Suggest an activity to do with the friend you are writing to.

You and your friends went hiking in the mountains and you nearly had an accident. Write an email to a friend in which you:

- 1 Describe the place.
- 2 Describe how you avoided an accident.
- 3 Give your personal opinion of the experience.
- 4 Invite your friend to go with you next time.

CHECK YOUR WORK

Have you ...

- mentioned and developed each element of the task?
- followed the advice in the Writing Strategy?
- checked the spelling and grammar?