

WORKSHEET SECONDARY

SUBJECT

English

GRADE

3rd Grade

DATE



Writing: MEL: Unit 5 - 5.7 Writing

Learning goal: Can write notes and make requests using appropriate expressions and following a model.

Exercise 1

Complete the requests with the phrases below.

Keyboard instructions ▾

Move

Would it be possible Could you please look If it's OK with you Let me know Would you mind

- 1 Would you mind sending me Cara's address?
- 2 We could meet at my house. DRAG ITEM HERE if that's OK.
- 3 DRAG ITEM HERE to meet at seven o'clock?
- 4 DRAG ITEM HERE, could we go on Saturday morning?
- 5 DRAG ITEM HERE in your car to see if my phone's there?

Exercise 2

Match the parts of sentences.

1. C
2. _
3. _
4. _
5. _

Thanks for

Just a quick note

I had a

I really enjoyed

All the

A
B
C
D
E

best, Jo.

swimming in the sea.

inviting me to go sailing with you.

to thank you for taking me to the cinema.

great time!

Exercise 3

Write the phrases below in the correct group.

Keyboard instructions ▾

I loved snowboarding. Cheers! Hey I had a great time skiing. See you later. Hi, there
Could you please send me the photos? Thanks for your message. Let me know if that's OK.

⋮ Move

Greeting

Hi

Hiya

Hi, there

DRAG ITEM HERE

Thanking the other person

Thanks for inviting me.

Just a quick note to thank you for ...

DRAG ITEM HERE

Introducing the topic

I really enjoyed taking part in the race.

DRAG ITEM HERE

DRAG ITEM HERE

Making a request

Would you mind keeping my jacket for me?

Would it be possible to send me Tim's email address?

DRAG ITEM HERE

DRAG ITEM HERE

Ending

All the best.

Bye!

Cheers!

DRAG ITEM HERE

Exercise 4

Complete the message with the phrases below.

Keyboard instructions ▾

⋮ Move

a great time I loved Just a quick Cheers Would you mind

Hey,

Just a quick note to thank you and your uncle for taking me karting last weekend. I had never done anything like that before and driving round the race track as fast as I could! I really enjoyed meeting your uncle too. He's cool! I think I left my gloves in your uncle's car.

DRAG ITEM HERE asking him if he could have a look for them?

DRAG ITEM HERE !

Jen