

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.

You **must** answer this question.

Write your answer in about **100 words** on the answer sheet.

Question 1

Read this email from your English-speaking friend Sandy and the notes you have made.

EMAIL

From:

Subject:

Hi,

I'm so excited that you're coming to stay with me for a week!

Me too!

On your first evening here, there's a rock concert in our town. Would you like to go to the concert or would you prefer us to relax at home?

Say which I prefer

Also, shall we go climbing in the mountains while you're here?

No, because ...

Let me know if you have any questions.

Ask Sandy ...

See you soon

Sandy

Write your **email** to Sandy using **all the notes**.

Greeting	Hi Sandy,
Opening p.	Thanks a lot for writing back. I'm also really excited about visiting you!
Main p. 1	On my first evening, I'd like to relax at home. I will probably be very tired from the trip, so I need to rest and get ready for the other days. Is that okay?
Main p. 2	As for climbing, I'm afraid I can't. I forgot to tell you, but I hurt my knee last week, so I can't do sport now.
Main p. 3	How about visiting some art galleries in your town? If you want, we could go. You know I love art! What do you think?
Closing p.	Well, I have to go now, but please let me know what you think.
Farewell	Take care,
Signature	Luis

FOCUS: GIVING REASONS

Remember

Put a noun after *because of* or *due to*, but a subject + verb after *because*, *as*, *since* or *in case*.

1 Choose the correct words.

- Lacey couldn't go to school *because / because of* her illness.
- As / Due to* heavy traffic in the city centre, our bus was late.
- I'll take plenty of money *in case / because* I'm going to go shopping.
- As / Because of* we were feeling tired, we stopped for a break.
- Since / Due to* there's no school tomorrow, let's play tennis in the morning.
- You'd better take a map with you *if / in case* you get lost.

2 Some of these sentences are correct and some have mistakes. Correct the sentences that are wrong.

- I'd love to visit your country as I believe it's really beautiful.
- Why don't you reserve a table in the restaurant since it's full?
- As the cold weather, we should wear warm clothes.
- Since it'll be late when the film finishes, my parents will collect us from the cinema.
- I'm afraid I can't come to your house on Sunday because of we'll be away then.
- Shall we get to the cinema early, just in case it's really busy?