You got a letter from your pen friend two weeks ago. Read the letter and the notes you made. Write a response.

Hey Cammie,

What's up? How are you? I really miss you!

So.... I talked to my mom about getting a dog and she said NO! Can you imagine?

What can I do to change her mind? Help me!!!

Best wishes,

Jess.

Miss you too! Want to meet soon!

Actually, yes...

Show her that you are responsible!

Dear Jess,

Thank you for your wonderful letter. I'm sorry for not writing earlier but I was really busy. My grandpa was sick and I spent 2 last weeks in the village with him. Now he feels better and my life is back to normal.

You tell me you miss me. I really miss you too! By the way, I was thinking about our future meeting. Maybe you can visit me next month? There are so many interesting things that we can do! Firstly, we can go camping with my parents. Secondly, we can go to a festival which will take place in my city in July. I know how much you like rock music!

I remember you wanted a dog and you decided to tell your mom that. I am really sorry she said 'no' but, to be honest, I totally understand her point of view. Can you imagine how much work that is? You must feed your pet, walk it, bathe it and so on. It will take a lot of your time. Are you really ready to do all this? In my opinion, you should think about it a little more.

But if you decide that you can do this, you must show your mom that you are not a small child any more. She has to know that you are a responsible teenager. How can you do that? The answer is simple! Just try to help her do housework more often. For starters, you can iron the clothes, wash the dishes and take out the rubbish. I know you hate it but you have to choose what is more important to you. You can also spend less time in front of your computer and more time with your friends outside.

Anyway, I hope I helped you with my advice. Sorry, but I need to go. My mom is calling me. We are going to make a carrot cake together.

Lots of love,

Cammie

General Tips

1. Start your letter by explaining why you haven't written for a long time.
2. When writing an informal letter, use the contractions: *don't, doesn't, didn't , I'm etc.*
3. Remember to ask questions to speak directly to a reader: *Guess what? / What do you think? etc.*
4. Always use linkers: *Firstly, secondly, thirdly.../In my opinion.../On the one hand, on the other hand etc.*
5. Always divide your letter into paragraphs: an introductory one, 3 main paragraphs and a conclusion.
6. Remember that you're writing to a FRIEND and a friend is someone whom you know well! Give details that show it.
7. Always give a reason for ending your letter. It shows that you're polite.
8. Sign off with a friendly phrase: *Hugs, Take care, All the best, Hang in there etc.*
9. Don't write any surnames, addresses or dates when writing an informal letter.