

3D Skills for Writing

We've successfully raised £500

1 READING

- a Read David and Philip's email and tick (✓) the correct answer.

David and Philip are writing to ...

- a ☐ ask their colleagues for more money.
- b ☐ invite their colleagues to a party.
- c ☐ tell their colleagues about Cancer Research and how they have all helped.
- d ☐ ask their colleagues to swim a kilometre.

- b Read David and Philip's email again. Are the sentences true or false?

- 1 In the last year they have given £2,500 to Cancer Research.
- 2 In April, 30 people swam a kilometre to raise money.
- 3 The party in June was very popular.
- 4 4,000 people with cancer get money from Cancer Research.

Mail

Hello everyone,

We'd like to say a big 'Thank you!' to everyone who has helped us to raise money for Cancer Research over the past six months. We've successfully raised £2,500!

We really hope you have enjoyed the various events that we have organised this year. First we had a 'Swimathon' in April. Thirty of us swam a kilometre and raised over £1,000. Then 200 people came to our fantastic summer party in June. And don't forget to come to our special quiz night in September. There are some amazing prizes!

Cancer Research will use the money to do important research. This includes the work of over 4,000 scientists, doctors and nurses who are fighting cancer in this country. Cancer Research helps thousands of people with cancer every year.

Would you like to help us raise more money for Cancer Research? Please look out for the next event. Thanks again for all your help.

David and Philip

2 WRITING SKILLS Paragraphing

- a Read the sentences. Put them in the correct order to make an email with four paragraphs. The paragraphs should be in the following order:

- Introduction
 - How the team has raised / raises money
 - Information about ActionAid
 - Closing the email
- ☐ Thanks again for all your help. Please look out for our next event.
 - ☐ ActionAid will use the money to help poor people around the world, to educate them and to protect them. In the past ten years, they have helped thousands of children start school.
 - ☐ We have successfully raised £750.
 - ☐ And, of course, next Friday there is the book and DVD sale at lunchtime.
 - ☒ We'd like to thank everyone for helping to raise money for ActionAid over the past year.
 - ☐ Most of you came to the 1970s party in September. A lot of people also came to our karaoke night in November.
 - ☐ So remember that a small amount of money can make a big difference. For example, only £4 per week gives a child in Africa clean water, education and medicine.

3 WRITING

- a Read the notes and write Sam's email to his colleagues about the Save the Children charity.

Email to colleagues about Save the Children

Introduction:

Thank you – everyone who helped raise money – past 12 months. How much?

How the team has raised money and future events:

September: sports day

October: 1990s karaoke evening

Next week: quiz night + prizes!

Information about Save the Children:

Our money = save children's lives + better future

Last year STC helped 10m children around world

Small amount of money = big difference, e.g. £3 saves lives of 8 children with stomach virus

Closing the email

Help raise more money for STC?

Email me for info about future events

Thanks again

