

# WRITE A LETTER



Read this email from an English friend and the notes you have made. Write your email to Mitchem using **all your notes**. Write your answers in about 100 words.

**EMAIL**

**From:** Mr Mitchem

**Subject:** New school English-language magazine

Dear Students

I'm planning to set up a new school English-language magazine. Would any of you like to help?

**Yes!** I can arrange a meeting about the magazine on either Tuesday or Thursday afternoon next week. Which do you think would be the best day?

Before you come to the meeting, can you please let me know which school activity you would like to write an article about?

Apart from articles on different topics, is there anything else we should include in the magazine?

**Suggest...** Best wishes,  
Mr Mitchem

**Advice**

Organise your reply email into paragraphs and make sure you include all the points.

## LINKING WORDS IN ENGLISH

Emphasis	Addition	Contrast	Order
Undoubtedly	Additionally / in addition	Unlike	First/ firstly
Indeed	Furthermore	Nevertheless	Second/ secondly
Obviously	Also	On the other hand	Third/ thirdly
Particularly / in particular	Too	Nonetheless	Finally
Especially	As well as that	Despite / in spite of	At this time
Clearly	Along with	In contrast (to)	Following
Importantly	Besides	While	Previously
Absolutely	In addition	Whereas	Before
Definitely	Moreover	Alternatively	Subsequently
Without a doubt	Not only...but also	Conversely	Above all
Never	In addition to this	Even so	Last but not least
<b>It should be noted</b>	Apart from this	Differing from	First and foremost

**TIP**

Use your own words instead of the words in the email you received.