

## **Writing an email to a friend**

You have attended a webinar about looking after your wellbeing in lockdown.

Now, **write an email to your friend** and tell them about it.

Include:

- Your top 3 tips for how to stay well during lockdown
- Why you think these tips are important
- Where your friend can find out more information (share your web link or YouTube video in the message)

**Look at the checklist at the end before you submit!**

To:

From:

Subject:

### **Checklist:**

I have...

- included all the information from the 3 bullet points.
- written in paragraphs.
- checked my writing for punctuation and spelling.
- always used the correct tense.
- written in a suitable style for an email to a friend.
- filled in the 'subject', 'to' and 'from' boxes correctly.