

Writing lesson – Emailing your friend about living in London

Your family friend Leon has written you an email asking you for some advice about moving to London.

Read the email, complete the tasks and then write your response. Use the checklist, hand the work to your teacher and then re-write it after your teacher has marked it.

To:

From: leon123@gmail.uk

Subject: Some questions about London

Dear _____,

How are you doing? Long time no speak! I hope all is well. Your mum has probably told you that I'm moving to London next month. I wanted to write and ask you for some advice about the move – hope you don't mind!

First off, how long have you lived in London now? I think it's been a few years but I can't remember exactly. Also, my dad mentioned that you have been learning English at a college there. How long have you been at that college? Can you tell me a bit about the classes and what you learn about? I'm really interested in improving my English skills.

I also need to sort out my accommodation. I'm not sure which area I should live in. Do you know which areas are affordable, safe and convenient for commuting to central London? And also, how did you find your place? Are there any websites you can recommend?

Last thing – what do people usually do for fun in London in the summer? Summer is coming up and I want to make some plans! What are you going to do? Anything interesting?

Sorry to ask you so many questions but I hope you can find the time to respond. I'm really looking forward to moving to London and starting my new job as a chef!

Hope to hear back from you soon.

All the best,

Leon

Tasks

1) Tick the topics Leon talks about in the email:

University	Learning English
Finding accommodation	Spring in London
Restaurants	Working in London
Leisure in London	Dating in London

2) Put these phrases from the text into the correct order then match them to their meanings.

A) speak no Long time !	1) I would like to make arrangements.
B) don't you hope mind!	2) We haven't spoken in ages!
C) now? long you have how in lived London	3) When did you move to London?
D) college? that long have at been How you	4) I must organise where I will live.
E) to need my out I sort accommodation also	5) I hope that's not a problem!
F) plans! Make to want I some	6) I can't wait to start living in London.
G) London to really I'm forward looking moving to	7) When did you start studying at that college?

3) When is Leon moving to London?

4) How does Leon want his neighbourhood to be?

5) Whose dad told Leon about New City College?

6) What is Leon's new job?

7) Talk to your classmate – how will you answer all of Leon's questions?

Write your reply to Leon. Remember to use the checklist below.

To:

From:

Subject: Re: Some questions about London

I have...

- Answered Leon's main questions
- Written at least 2 compound sentences
- Written a greeting and a closing suitable for an email
- Written in a suitable style

- Used the present perfect correctly
- Used the past simple correctly
- Checked my punctuation, grammar and spelling
- Used paragraphs

Write your final draft of the email, improving it by looking at how your teacher has marked your first draft. Remember to use the checklist below.

To:

From:

Subject: Re: Some questions about London

I have...

- Answered Leon's main questions
- Written at least 2 compound sentences
- Written a greeting and a closing suitable for an email

- Used the present perfect correctly
- Used the past simple correctly
- Checked my punctuation, grammar and spelling

• Written in a suitable style

• Used paragraphs