9

Writing

1 **Read Paulo's email. What is he going to do in the summer?**

From: Paulo Costas
To: Simon Wilson

Hi Simon,

How are things with you? Hope you had a good new year.

I have some exciting news to tell you about. This summer I'm going to visit London and stay for two months. I'm going to study English at a school in Fulham. Is that near you? I'm really excited about it because it's going to be my first time in London. I'm going to study in the mornings and then in the afternoons I'd like to go sightseeing and visit different places.

What about you? Are you going to be in London? Maybe we can meet and have a coffee or something. Let me know when you're free.

Bye for now.

Paulo

2 **Read the email again and answer the questions.**

1 How long is Paulo going to stay in London?

.....

2 Where in London is he going to study?

.....

3 What's he going to do in the mornings?

.....

4 What's he going to do in the afternoons?

.....

5 What does he want Simon to do with him there?

.....



3 **Read the Focus box and underline points 1–5 in the email in Exercise 1.**

Organising an email to a friend

1 Begin with a greeting, e.g.
Hi Simon, Hello Charlotte!
2 Ask an opening question or comment, e.g.
How are you?
Hope you had a good weekend/New Year/holiday.
Good to hear from you! (if your email is a reply)
3 Introduce your news, e.g.
I have some exciting news to tell you about.
4 Ask follow-up questions or requests, e.g.
What about you? Let me know (when you're free).
5 End with a closing phrase, e.g.
All the best, Bye for now,
Love to the children/Fiona/your mum.

4 **Match phrases a–e with points 1–5 in the Focus box.**

a See you soon. .....
b Anyway, I have some news. .....
c How are things with you? .....
d Hello Kim, ...
e Please write and tell me your news. .....

Prepare

5 **You're going to write an email to a friend telling them about a plan you have for next year. Choose one of these things:**

- a holiday or trip
- a course
- a new hobby/sport
- your own idea

6 **Plan your email using the following structure:**

- Say hello.
- Ask a question or make a comment.
- Describe your plan.
- Ask a follow-up question.
- Close the email.

Write

7 **Write your email. Use your plan from Exercise 6 and the Focus box to help you.**

LIVEWORKSHEETS