8H

Writing

An informal letter

I can write an informal letter.

Preparation

1 Complete the key phrases with the words below.

know that ... ?	tell you that ... / about ... ?
thing, ...	we / you could ...
what!	news!
if you / we could ...	reply sooner.
about (+ *-ing* form)?	could ...
replying sooner.	don't you / we ... ?
wrote to you.	guess what (happened ...)

A Apologising

1 Sorry, it's ages since I _____
2 Sorry I didn't _____
3 Apologies for not _____

B Giving news

4 Listen, did I _____
5 Guess _____
6 You'll never _____
7 Good news! / Bad _____
8 By the way, did you _____
9 Oh, and another _____

C Making suggestions

10 How _____
11 Maybe you / we _____
12 Why _____
13 It would be great _____
14 If you like, _____

2 Read the letter. Where do we write these things? Write the correct numbers (1–3).

Extra information ☐ Date ☐ Writer's address ☐

[1]

[2]

Dear Bradley,

Thanks for your letter. Apologies for not replying sooner. I'm very busy at the moment with revision for my exams. I have to study every evening for two or three hours!

Listen, did I tell you that I'm going to see Plymouth play next week? Would you like to come along? The match is on Saturday at 3 p.m. at the stadium in Plymouth. The team are playing really well at the moment and I think that they will win. Tickets are only £8. I'll get one for you if you like. Gemma and Ross are going too, so it will be fun. It would be great if you could come.

That's all for now.

Love,

Alice

[3]

Writing Guide

Writing Strategy
Spend a few minutes planning and making notes before you start writing your letter.

3 Read the Writing Strategy. Then read the task below and make notes.

Write a letter to a friend. Include the following points:
- Apologise for not writing sooner.
- Describe a sports event that you are going to watch.
- Invite your friend and tell him / her how much the tickets cost.
- Say who else is going to the event.

1 Opening phrases

_____
_____

2 What is the sporting event?
(which sport? teams? where? when?)

_____
_____
_____

3 Phrases to make a suggestion

_____
_____

4 How much are the tickets?

_____
_____

5 Who else is going?

_____
_____

4 Write your letter. Lay out the letter correctly and include phrases from exercise 1.

CHECK YOUR WORK

Have you ...

- ☐ included phrases from exercise 1?
- ☐ checked the spelling and grammar?
- ☐ laid out your letter correctly?
- ☐ included all the points in the task?

LIVEWORKSHEETS