Name _____

Date _____

A personal email

1. Read the email quickly and tick (✓) the correct answers.

   a. The email is …
   1 to Betty from Kate. 2 from Betty to Kate.

   b. Betty and Kate are probably …
   1 colleagues. 2 friends.

   c. Hoison is Kate's …
   1 boyfriend. 2 husband.

2. Read the email again and answer the questions.

   a. Why didn't Kate email Betty last week?

   _____

   b. Why did Kate go out for dinner with Hoison last week?

   _____

   c. Who chose the restaurant?

   _____

   d. Why did Hoison give Kate the bill?

   _____

   e. What does Kate want to do with Betty?

   _____





LIVEWORKSHEETS



Dear Betty,

How are you? Sorry I didn't reply to any of your emails, but I only checked today. Last week was a busy and very exciting week.

Hoison and I went out for dinner on Friday. We were celebrating our anniversary – we started going out four years ago. Four years! I can't believe it. He wanted to surprise me and he did – we went to Jamie Oliver's restaurant! The food was amazing. It's also cheaper than I thought. However, that's not the reason I'm writing.

After the meal, we were having coffee and Hoison asked for the bill. When it came, he gave it to me. I laughed, but then I saw a lot of waiters looking at me. What's more, they were all smiling. I didn't know what was happening. When I looked at the bill, I knew. It just said "Will you marry me, Kate?" in Hoison's handwriting. Then Hoison gave me a small box. It was a ring! I put it on and very nervously said yes. The waiters started clapping and I went very red! The restaurant gave us a bottle of champagne. We didn't drink it, though. We can have it when you next come to London. And we can also go shopping!

I need a wedding dress and someone to help me choose it!

All the best,

Kate

LIVEWORKSHEETS

3. Look at these sentences. Notice how we use **and**, **also** and **what's more** to give more information.

a. Last week was a busy **and** very exciting week.

b. Last week was a busy week. It was **also** exciting.

c. Last week was a busy week. **What's more**, it was very exciting.

Underline the examples of **also** and **what's more** in **Kate's email**.

4. Look at these sentences. Notice how we connect the ideas using **but**, **however** and **though**.

a. Sorry I didn't reply to any of your emails, **but** I only checked today.

b. Sorry I didn't reply to any of your emails. **However**, I only checked today.

c. Sorry I didn't reply to any of your emails. I only checked today, **though**.

5. Underline the examples of **however** and **though** in Kate's email.

6. Choose the correct answers in the rules.

1) **And** links ideas in one sentence. **Also** and **What's more** link ideas in **one** / **two** sentences.

2) **But** contrasts ideas in one sentence. **However** and **though** contrast ideas in **one** / **two** sentences.

3) We put **also** **before** / **after** the verb **be** and **before** / **after** other verbs.

4) We put **however** at the **beginning** / **end** of a sentence and **though** at the **beginning** / **end**.

We put a comma (,) after **'What's more'** and **'However'**.

LIVEWORKSHEETS

7. Rewrite these sentences. Use the words/phrases in brackets.

a. I didn't invite him and I didn't want him to come. (what's more)

_____

b. She sent me a text, but I didn't reply. (though)

_____

c. He owns the restaurant and he's a very good cook. (also)

_____

d. I'm not married, but I've got a girlfriend. (however)

_____

e. We bought a new car last year and Mike got a new job. (what's more)

_____

f. I met a nice man last week, but he's already going out with someone. (however)

_____

g. We got engaged last month, but we're not going to get married until next year. (though)

_____

h. My parents met in 1985 and they got married that year. (also)

_____

8. One of your classmates will be 30 next week. You want to organise a surprise party to celebrate his/her birthday.

Write an email to your classmates to invite them to the party.
Tell your classmates about

- Why you are organising the surprise party
- When and where it will be
- What will happen at the party

Write your plan here:



LIVEWORKSHEETS

Write using paragraphs. Write about 100 – 150 words

LIVEWORKSHEETS