Writing skills practice: Email

1. Fill the gaps in the "Top Tips for writing"

To: sam2000@school.co.uk
Date: 15 June
Subject: study date

Hi Sam,

Would you like to come to my house on Saturday afternoon? We could revise together for the maths exam next week. After that, we could play a game or watch a film. You can stay for dinner too.

What do you think?

See you soon!

Carla

Top Tips for writing

1. Start your email: ____ + name.
2. Use Would you ____ to + verb to make an invitation.
3. Use We ____ to make a suggestion.
4. Finish with ____ you soon and your name.

2. Check your writing: gap fill

Write words to fill the gaps and complete the email.

1
_____ Ana,
Would you 2_____ to come to my house tomorrow? We 3_____ play computer games and 4_____ the new action film. You could stay for lunch. My dad will take you home later.

See you 5_____!

Sílvia

3. Write an informal email to your teacher inviting him/her to do something and suggesting plans to do. Don't forget any part of the structure of the email.

LIVEWORKSHEETS