

## 3.7

## Writing

## An email to a friend

1 Order the letters and write the verbs in the sentences.

- 1 You need a knife to chop (hcpo) the onions and carrots.
- 2 \_\_\_\_\_ (ryf) the garlic in a bit of oil.
- 3 \_\_\_\_\_ (liesc) the tomato and put it on top of the pizza.
- 4 Carefully \_\_\_\_\_ (ruop) the smoothie into the glass.
- 5 Slowly \_\_\_\_\_ (dd) the milk.

2 Complete the email with these phrases.

are things can't wait decided to have great to hear  
I was wondering just finished let me know



Hi Tanya,

How <sup>1</sup> *are things*? It was <sup>2</sup> \_\_\_\_\_ from you last week. I <sup>3</sup> \_\_\_\_\_ to hear more about your new school. We've <sup>4</sup> \_\_\_\_\_ our exams here – the Maths exam was really difficult! We've <sup>5</sup> \_\_\_\_\_ a class lunch to celebrate the end of the year. It's next Thursday. The plan is for everyone to make a tasty dish and then we can all share the food. I'm making a pizza. I buy the pizza base, of course. First, I fry some onions and garlic. Next, I chop some tomatoes and mix them with the onions. After that, I put the mixture onto the pizza base. Then, I boil one or two eggs, slice them and put them on the pizza. Finally, I slice some delicious cheese to put on top. Anyway, <sup>6</sup> \_\_\_\_\_ if you'd like to come. We'd all be really pleased to see you again. <sup>7</sup> \_\_\_\_\_ if you can make it.

Rob

3 Choose the correct sequencers in the recipe.

<sup>1</sup> *First* / Then, I mix egg and cinnamon in a bowl. <sup>2</sup> *Finally* / Next, I pour in some milk and mix again. <sup>3</sup> *After that* / *First*, I put the bread in the mixture. <sup>4</sup> *Finally* / *Then*, I fry the bread on both sides. <sup>5</sup> *Next* / *Finally*, I sit down and eat my breakfast!

4 Order the words to make phrases for an email to a friend.

1 to ask / like to come / I'm writing / if you'd / .  
I'm writing to ask if you'd like to come.

2 soon / see / you / .

3 great / your holiday / it was / to hear about / .

4 for getting / thanks / in touch / .

5 for / now / bye / .

5 Complete the notes with these phrases.

at her new school I'm making invite her  
next Friday suggest what she to email

- remember <sup>1</sup> *to email* Marta (our class last year)
- glad she's happy <sup>2</sup> \_\_\_\_\_
- tell her about class lunch <sup>3</sup> \_\_\_\_\_
- tell her what <sup>4</sup> \_\_\_\_\_
- <sup>5</sup> \_\_\_\_\_ to the lunch
- <sup>6</sup> \_\_\_\_\_ should bring

## WRITING TIME



Write an email to Marta using the notes in Exercise 5.

## FIND IDEAS

Make notes about:

- what you're celebrating
- what food you're planning to make
- what Marta should bring to the party

## PLAN AND WRITE

- Organise your ideas into paragraphs. Use the email in Exercise 2 to help you.
- Write a draft email.

## CHECK

- Check language: did you use sequencers and imperatives for your recipe?
- Check grammar: did you use the Present Perfect correctly?
- Write the final version of your email.