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 _____ (dda) 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 [1] *are things*? It was [2] _____ from you last week. I [3] _____ to hear more about your new school.

We've [4] _____ our exams here – the Maths exam was really difficult! We've [5] _____ 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, [6] _____ if you'd like to come. We'd all be really pleased to see you again.

[7] _____ if you can make it.

Rob

3 Choose the correct sequencers in the recipe.

[1] (First) / *Then*, I mix egg and cinnamon in a bowl. [2] *Finally / Next*, I pour in some milk and mix again. [3] *After that / First*, I put the bread in the mixture. [4] *Finally / Then*, I fry the bread on both sides. [5] *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* [1] *to email Marta (our class last year)*
- *glad she's happy* [2] _____
- *tell her about class lunch* [3] _____
- *tell her what* [4] _____
- [5] _____ *to the lunch*
- [6] _____ *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.

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