5.7 Writing

Short messages

1 Match messages A–C with the correct reason for writing 1–3.

1 ☐ congratulating someone
2 ☐ asking for something
3 ☐ thanking someone

A

Hey Ahmed,
Just a quick note to thank you for helping me to find my skis before the race on Saturday. I can't believe I left them at the bus stop! I was so nervous about the competition that I completely forgot about everything else! Would you like to take part in the next competition? I can help you to train, if you want.
See you later,
Pierre

B

Hi Team,
Congratulations on doing a great job at the race last weekend. If we train hard, we might win a prize in the next round. Let's meet next weekend to set up a training programme. Would it be possible to meet somewhere on Saturday morning? Is the park all right for everybody?
Cheers,
Holly

C

Hi there Gabriella,
Would you mind buying some snacks for football practice tomorrow? How about some apples or bananas? The team will be hungry after training so maybe get some nuts too. I'll give you the money tomorrow.
Let me know if that's OK.
Bye,
Claudia

2 Read the messages again and for each question write: *Holly, Ahmed, Pierre* or *Claudia*.

1 Who asks someone to buy food? *Claudia*
2 Who offers to help someone train? _____
3 Who thinks the team can win an event in the future? _____
4 Who looked for something that was lost? _____

3 Complete the sentences with these words and phrases. Then check your answers in the messages in Exercise 1.

~~a quick note~~ later me know if on doing would it be you mind buying

1 Just *a quick note* to thank you for helping me.
2 Congratulations _____ a great job.
3 See you _____.
4 _____ possible to meet somewhere on Saturday morning?
5 Would _____ a few snacks?
6 Let _____ that's OK.

4 Complete the sentences with these prepositions.

after before ~~for~~ on to

1 Thanks *for* helping me.
2 I was tired _____ running the marathon.
3 I was nervous _____ starting the race.
4 I'm looking forward _____ seeing you soon.
5 I'd like to congratulate you _____ beating your opponent.

WRITING TIME

Write three short messages: to thank someone, to congratulate someone and to make a request.

FIND IDEAS

For each message:
- choose one of the below ideas or think of your own idea
- decide who you are going to write to

Thank someone for …	Congratulate someone for …	Ask someone to …
• giving you a present *or*	• winning a sports event *or*	• look after your pet *or*
• helping you with schoolwork	• organising a charity event	• teach you a new skill

PLAN AND WRITE

- Organise your ideas into three short messages. Use the messages in Exercise 1 to help you.
- Write your draft messages.

CHECK

- Check language: did you use the *-ing* form after prepositions?
- Check grammar: did you use future forms correctly?
- Write the final version of your messages.

LIVEWORKSHEETS