3 AN INFORMAL EMAIL

a Goran is a student from Croatia who's going to study English in the UK. He's going to stay with a family. Read the email from Mrs Barnes and complete it with expressions from the list.

Best wishes Dear Goran
PS Looking forward to hearing from you

From: Sally Barnes [Barnes@hotmail.com]
To: Goran [gorangrec@yahoo.com]
Subject: Your trip

1 _____

Thank you for your email. We're very happy that you're coming to stay with us this summer, and we're sure you're going to enjoy your stay with us.

What time are you arriving at Stansted airport? If you send us your flight number and arrival time, we can all meet you in Arrivals. Can you send us your mobile number too?

Could you also give us some other information? What day are you going back to Croatia? Is there anything you can't eat or drink? Do you want your own room, or do you prefer to share a room with another student? Is there anything special you would like to do or see in the UK?

2 _____ .

3 _____

Sally Barnes

4 _____ I'm attaching a photo of the family, so you can recognize us at the airport!

LIVEWORKSHEETS

b Read the email again and answer the questions.

1 When is Goran coming to the UK?
2 How is he travelling?
3 Who is going to meet him at the airport?
4 Does Goran have to share a room?
5 Does *Looking forward to hearing from you* mean...?
   a I hope you write again soon.
   b I'm going to write to you again soon.
6 Does *PS* mean...?
   a This isn't very important information.
   b I forgot to say this before.
7 Why does Mrs Barnes send Goran a photo?

c Imagine you are going to stay with Mrs Barnes. Answer her email using your own information. Write three paragraphs. End the email with *Best wishes* and your name.

Paragraph 1	Thank her for her email.
Paragraph 2	Say when you are arriving, etc.
Paragraph 3	Answer her other questions.

LIVEWORKSHEETS