2.7 Writing

A semi-formal email



1 Read the email from Phil to one of the people on the eFriends website and answer the questions.

1 How many brothers or sisters has he got?

_____

2 What instrument does he play? _____

3 Does he practice with his band every day?

_____

4 Does he like his school uniform? _____

Dear Paulo,

I'm writing to tell you about myself and my family.

My name's Phil. I'm fourteen and I have a brother and a sister. My sister's name is Megan and she's twelve. She's really into photography. My brother Adam is nine. They're both nice and funny. Our school is Forest Secondary School. The school day begins at 9 a.m. and finishes at 3.15 p.m. I play the guitar in a band and we practise after school on Wednesdays and at the weekend. Most schools in the UK have a uniform, and we do too. It's uncomfortable and I don't like it! I wear black shoes which are tight and a horrible white shirt! Do you wear a uniform at school? Write and tell me.

I'm looking forward to reading your reply!

Kind regards,
Phil

2 Complete the sentences with one word in each gap.

1 I'm writing *to* tell you about me and my family.

2 My friends and _____ usually go to a pizza place after school.

3 The school day _____ at 8.30 and finishes at 3.00.

4 I'm looking forward _____ reading about you.

5 _____ wishes.

3 Complete the table with the words below.

autumn	March	Monday morning	my birthday	
night	New Year	Sundays	~~the morning~~	3.15
the evening	15 November	the weekend	2018	

IN	ON	AT
the morning		

WRITING TIME

4 Choose one of the teenagers from the website and write an email to him/her.

1 Find ideas

Make notes about:
- your family and friends.
- a normal school day.
- the clothes students wear in your school.

2 Plan and write
- Organise your ideas into paragraphs. Use Phil's email to help you.
- Write a draft email.

3 Check
- Check language: are the prepositions of time correct?
- Check grammar: are most verbs in the Present Simple and some in the Present Continuous?
- Write a final version of your email.

I can write a semi-formal email.

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