3H

Writing

An informal letter

I can write an informal letter.

Preparation

1 Complete the social activities with *a, e, i, o, u* and *y*.

1 g__ for a b__k__ r__d__
2 g__ sh__pp__ng
3 m__ __t fr__ __nds __n t__wn
4 pl__ __ b__sk__tb__ll
5 h__v__ a c__ff__ __
6 l__st__n to m__s__c
7 pl__ __ t__bl__ t__nn__s

2 Complete the invitations by writing the first word of each phrase and adding a social activity from exercise 1. Use the infinitive without *to* or the *-ing* form.

1 _____ don't we _____?
2 _____ you fancy _____?
3 _____ about _____?
4 _____ you like to _____?

3 Read the Writing Strategy opposite. Then write the missing words to complete the letter below.

[1] _____ Lily,

Thanks for your letter. How [2] _____ you? I had a great weekend. Lauren came over and we watched the third Hobbit film on DVD. I saw the second film last year and I loved it.

I enjoyed the film, but I didn't think it was brilliant. There are some exciting scenes, but it's really long and I got a bit bored by the end.

Before the film, we made pizzas and popcorn. We ate them while we were watching the film. (The pizza was a bit burned!)

Would you like to go shopping next weekend? I need to buy a birthday present for my dad, but I want to find some clothes for me at the same time. How about meeting for lunch too?

Anyway, that's all for [3] _____. Write again [4] _____.

[5] _____ wishes,

Paige

4 Circle the aspects of the film that Paige talks about.

acting characters ending plot scenes
script special effects length

Writing Strategy

When you write a letter to a friend or relative:

- Start with: *Dear [Jake],*.
- Begin the main part of the letter with a short introduction. You can use phrases like: *How are you? Sorry I didn't reply sooner. Thanks for your letter.*
- Write in paragraphs.
- Do not use very formal language in your letter.
- Use contractions (*it's, there's*, etc.).
- Finish the main part of the letter with a short paragraph. You can use phrases like: *That's all for now. I'd better go now. Write again soon.*
- End the letter with *Love*, or *Best wishes*, and your first name.

5 Read the task below. Underline the parts of Paige's letter which give extra information about each of the four points.

You and a friend watched a film at your house recently. Write a letter to another friend in which you:

- Say what film you watched.
- Give your personal opinion of the film.
- Mention something else you did on that occasion.
- Suggest an activity to do with the friend you are writing to.

Writing Guide

6 Write a letter for the task in exercise 5. Remember to include extra information for each point. Do not copy ideas from the model in exercise 3.

_____ (greeting)
_____ (introduction)
_____ (what film?)
_____
_____ (your opinion)
_____
_____
_____
_____ (another activity)
_____
_____
_____
_____ (an invitation)
_____
_____ (final paragraph)
_____ (close the letter)
_____ (sign your name)

CHECK YOUR WORK

Have you ...

- ☐ included extra information for each point?
- ☐ followed the correct layout for a letter?
- ☐ checked your spelling and grammar?

LIVEWORKSHEETS