

### 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 Sally and her family, who he stayed with last year. Read Sally's email and answer the questions.

- 1 When did he stay with Sally's family before?
- 2 How is Goran travelling?
- 3 Who's going to meet him at the airport?
- 4 Why does Sally ask him for his phone number?
- 5 What two things does Goran need to decide before he answers?



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

1 \_\_\_\_\_ Goran

2 \_\_\_\_\_ We're very happy that you're coming to stay with us again. We really enjoyed having you with us last August – it's going to be great to see you!

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? For some reason it isn't in my phone.

A few more questions! Another student is going to be with us when you're here. You can both share a big bedroom, or you can have a small one just for you. Which do you prefer? What day are you going back to Croatia? And is there anything you'd like to do in the UK this time?

3 \_\_\_\_\_

4 \_\_\_\_\_

Sally

5 \_\_\_\_\_ I'm attaching a photo of the family – Luke's much taller than last year!

**b** Read the email again and complete it with the informal phrases from the list. Then answer the questions.

Best wishes PS Hi  
 Looking forward to hearing from you  
 Thanks for your email

- 1 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.
- 2 Does *PS* mean...?
  - a This isn't very important information.
  - b I forgot to say this before.
- 3 Do we use contractions in an informal email?

**c** Imagine you're going to study English in the UK, and are going to stay with Sally. She writes a similar email to you. Plan your reply to her email. What details do you need to give Sally? What do you need to decide?

**d** Write your email in three paragraphs. Use contractions and the words and phrases in **b**.

<b>Paragraph 1</b>	Thank her for her email.
<b>Paragraph 2</b>	Say when you are arriving, etc. (Flight details arr: FR8721 at 12.40 dep: 28 Aug FR8722 at 14.10)
<b>Paragraph 3</b>	Answer her other questions.

**e** Check your email for mistakes (grammar, punctuation, and spelling).

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