5.7 Writing

An informal email

1 Complete the email with the words below.

care far flat guess on have in (x2) seems well ~~you~~

To: claire@email.com

Hi Claire,

1 How are [1]*you*? I hope you're [2]_____ and that you passed all your exams! I'm fine. [3]_____ what! I'm in France! I'm staying with my French friend Jacques for a week and it's amazing.

2 He lives in a small village. It's called Beauchamp. It's [4]_____ the north of France and it's not [5]_____ from the sea. There aren't many houses or shops, but there's a café and a small supermarket. It [6]_____ nice. There isn't a train station, but you can catch a bus to the next town.

3 Jacques lives with his family in a lovely [7]_____. It's [8]_____ the third floor. It's in a very old house, but everything inside is modern. I really like the high ceilings and big windows. It's [9]_____ a very quiet street. From his bedroom window you can see across the countryside. It's really beautiful.

4 I [10]_____ to go now because Jacques' mum is calling me for dinner. The food here is wonderful!

Take [11]_____!
Ryan



2 Read the email and answer the questions.

1 How long is Ryan staying in France?

_____

2 What does he say there is in the village?

_____

3 What does he like about the flat?

_____

3 Read the email again. Match paragraphs 1–4 with the information in points a–e. One paragraph gives two pieces of information.

a ☐ a description of Jacques' home
b ☐ some news in Ryan's life
c ☐ a reason for finishing the email
d ☐ a question about Claire's life
e ☐ a description of Jacques' town

4 Write the opposites of the adjectives.

1 small *big*
2 modern _____
3 comfortable _____
4 dark _____
5 beautiful _____
6 tidy _____

WRITING TIME

5 Imagine you stayed with a friend in another town or village. Write an email to tell your friend about the town.

1 Find ideas
Make notes about:
- the town or village where you're staying.
- some interesting places and what they look like.
- your flat/house and the things that you like about it.

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

3 Check
- Check language: did you use adjectives to describe places?
- Check grammar: did you use the correct relative pronouns?
- Write the final version of your email.

I can write an informal email.

LIVEWORKSHEETS
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