

Reading: a letter

1 Read the letter. Then match the days with the activities.



Office of the Principal
Warsaw School of English
7 Marie Curie Street

Tel: 786 222

18th March

Dear students

We are all very excited about the school trip to Athens on Monday 1st April. We are going to meet at the entrance to Chopin Airport at eight o'clock. The flight leaves at 11 o'clock. We are going to stay in a hostel in the centre of the city. We are going to stay there for four days. This gives us enough time to see Athens.

On Tuesday 2nd, we are going to go to the Parthenon. From the top, there are beautiful views of Athens. It is the perfect place for taking photographs.

On Wednesday 3rd, we are going to take the funicular and go to the top of Mount Lycabettus. On a sunny day you can see all the way to the Aegean Sea.

On Thursday 4th, we are going to spend the day visiting the Plaka District. This is one of the oldest parts of the city. It is very colourful and a good place to do some shopping.

We are going to fly home on the evening of Friday 5th. In the day we are going to the National Archaeological Museum. There you can learn all about ancient Greek art.

If you would like further information about the trip, do not hesitate to call me in my office between 9 a.m. and 5 p.m., Monday to Friday.

Best wishes,
Sebastian Kowalski, principal

- 1 Monday
- 2 Tuesday
- 3 Wednesday
- 4 Thursday
- 5 Friday

- a visit the National Archaeological Museum
- b enjoy the Plaka District
- c go to the Parthenon
- d meet at the airport
- e go to Mount Lycabettus

1 Think about your country. Answer the questions.

- 1 What are its biggest cities? _____
- 2 What places are popular with tourists? _____
- 3 When is the weather good? _____
- 4 Who are the most famous people of the past from your country? _____

2 Imagine you are the principal of a school. You are going to write a letter telling students about a school trip to a city in your country. Plan the letter by making notes about the following:

- When visitors are going to go.
- Where visitors are going to go.
- What the weather will be like.
- What visitors are going to do.
- Where visitors are going to stay.
- How long visitors are going to stay.

Help with Writing

When writing formal letters, try not to use contractions. Notice that the writer of the letter uses *We are all very excited* instead of *We're all very excited*.

3 Now write your letter. Use the letter about Athens and your notes from Activity 2 to help you write.

Dear students

Best wishes,