1H

Writing

A message

I can write a message in response to an advertisement.

Preparation

1 Complete the polite requests with the words below.

could if mind possible wonder

1 Would it be _____ for you to ... ?
2 _____ you please ... ?
3 Would you _____ telling me ... ?
4 Would you mind _____ ... ?
5 I _____ if ...

2 Rewrite the imperatives as polite requests. Include the word in brackets.

1 Tidy your room! (possibly)

_____

2 Give me your address! (mind)

_____

3 Phone me later! (wonder)

_____

4 Bring me some coffee! (possible)

_____

Writing Strategy

Make sure that you a) include all of the points in the task and b) develop each point, that is, add some extra information or detail. Try not to write just one sentence for each point.

3 Read the Writing Strategy. Then read the message. Match the extra information 1–5 with A–D in the message. There is one piece of information you do not need.

Hi! My name is David and I live in Budapest, the capital of Hungary. [A] I'm sixteen years old, and I live with my parents and my younger brother. [B]

I'm a huge fan of music and I love going to gigs. I also play guitar in a band. [C] I also enjoy going to the cinema and watching films at home.

I've got a computer in my room and I often chat to my friends online. I wonder if you could send me your Skype address. [D]

1 We aren't very good because we don't practise enough! ☐
2 That is why I'm interested in finding a penfriend. ☐
3 Our flat is in the centre of the city, near the river. ☐
4 It would be fun to speak to you some time. ☐
5 His name is Miles and he's into computers. ☐

Writing Guide

Hi! My name is Lucy. I'm fifteen years old and I live in Birmingham in the UK. I'm in interested in chatting (in English!) with teenagers from different countries using Skype. Please send me a message and tell me a little about yourself, your family and your hobbies. Also, please say why you are interested in chatting. I'm waiting to hear from you!

Click here to reply to Lucy.

You have seen this advertisement on a website. Write a message in reply and provide the information Lucy asks for. Include a request for information in your message.

4 Read the advertisement and the task above. Then make brief notes under headings 1–4.

1 Information about yourself

_____

_____

2 Information about your family

_____

_____

3 Hobbies and interests

_____

_____

4 What information are you requesting?

_____

_____

5 Write your message. Use your notes from exercise 4 and include a phrase from exercise 1 for your polite request.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

CHECK YOUR WORK

Have you ...

☐ included and developed each point in the task?
☐ checked your spelling and grammar?

LIVEWORKSHEETS