

Task

Write an informal email to a new penfriend introducing and describing yourself, and telling them about your family, school and weekend activities. Write about 160 words.



Writing bank

Useful words and expressions in informal emails

Begin with *Hi!* or *Dear ...*

Use contractions like *I'm*, not *I am*,
and *I've got*, not *I have got*.

Use exclamation marks to show excitement, for example, *Great!*

To finish, use *Write back soon*, *Bye for now!*, *Best wishes* or *All the best*.

Prepare

6 Make notes to help you plan your email. Write key words next to each heading.

Age, hometown, country:

Describe yourself and your family members:

School day routine:

Subjects you're good/bad at:

Weekend activities:

7 Use this paragraph plan in your email.

Paragraph 1: Your name, age, hometown, country

Paragraph 2: A physical description of you and your family

Paragraph 3: Information about your school / school subjects you are good/bad at

Paragraph 4: Your typical weekend

Write

8 Write your email. Use your notes, the paragraph plan, the writing model on the opposite page and the Writing bank to help you.

[illegible]☒ Check

9 Read your email and complete this checklist.

- 1 My email includes all four points in the task. ☐
- 2 It includes a greeting. ☐
- 3 It contains contractions. ☐

- 4 It contains exclamation marks. ☐
- 5 It contains capital letters in the correct places. ☐
- 6 It ends with a full stop. ☐