

**1 Choose the correct words to complete the tips on writing personal emails.**

- 1 Start the email with a *formal / friendly* greeting, e.g. *Dear Mark* or *Hi Ruby*.
- 2 Use *full forms / contractions*, e.g. *I am / I'm*.
- 3 It's *OK / not OK* to use emoticons ☺ and abbreviations, e.g. *Bye for now* = *Bye4now*.
- 4 It's a *good / bad* idea to ask some questions if you want a reply.
- 5 Finish the email with a friendly goodbye such as *Yours sincerely / Cheers*.

**2 Put the words in order to make phrases.**

Becky / Hi Hi Becky

1 writing / I'm / about / to / tell / you / more / bit / a / myself.

2 now. / I / going / be / must

3 hearing / to / forward / from / you. / Looking

4 U / month. / C / next

5 you / your / are / doing? / How / and / family

6 was / hear / to / good / It / from / you.

7 hello / Say / your / family. / to

**3 Choose the correct phrase 1–7 from Exercise 2 to replace the underlined formal phrases a–g in the email.**

Dear Ms Jones, Hi Becky

I enjoyed reading your recent email. \_\_\_\_\_  
I hope you and your family are very well. \_\_\_\_\_  
 I'm excited <sup>1</sup>about / for / at your visit next month, and I am writing to give you some information about myself and my life. \_\_\_\_\_

I'm sixteen and I live with my parents in Kraków. I'm not crazy <sup>2</sup>at / to / about living here but it's OK.

I go to school in the city and I'm involved <sup>3</sup>in / with / on lots of after-school activities. I'm not keen <sup>4</sup>at / on / to studying, but I'm worried <sup>5</sup>for / at / about my exams – I don't want Dad to be disappointed <sup>6</sup>on / with / at me, so I work hard. Do you like school?

Sorry it's only a short email, but <sup>7</sup>I need to stop writing now.

Please give my best wishes to your family. \_\_\_\_\_  
I look forward to receiving a reply from you soon. \_\_\_\_\_ I will see you next month. \_\_\_\_\_

Kamila

**4 Read the email again and choose the correct prepositions.**

**5 Complete the sentences with the missing prepositions.**

I'm really bad at cooking but I am looking forward to trying some Spanish food.

1 I hear that you're good \_\_\_\_\_ chess. Maybe you can teach me how to play when I visit you?

2 Are you serious \_\_\_\_\_ taking me to the Louvre? I'd really love to go.

3 My sister is completely obsessed \_\_\_\_\_ motorbikes. Do you like them too?

4 I believe that you're mad \_\_\_\_\_ art. Who's your favourite artist?

5 Did you know that I'm afraid \_\_\_\_\_ dogs? You don't have one, do you?

6 Do you like tennis? Unfortunately, I'm useless \_\_\_\_\_ all sports.

7 Well, I was disappointed \_\_\_\_\_ the street art festival last year. I hope this year it will be different.

8 I'm not really keen \_\_\_\_\_ motor racing but of course we can watch the racing show if you want.

9 Are you involved \_\_\_\_\_ any sports club? Could I go to training with you when I come?

