



## 1 LISTENING

b Which presents from the picture do you think these people give? Listen and check.



c 3.34 Who are these sentences about? Listen again to check.

- 1 They always buy their own presents.  
Bob's children
- 2 He doesn't need many things.  
\_\_\_\_\_
- 3 They don't get expensive presents.  
\_\_\_\_\_
- 4 She loves expensive presents.  
\_\_\_\_\_
- 5 They go out for a meal on birthdays.  
\_\_\_\_\_

## 2 READING

a It was Axel's 30<sup>th</sup> birthday last week and Molly gave him a present. Complete a-e in his thank-you email with sentences 1-5.

**Mail**

To: multiworldwide.net.uk

a Subject: \_\_\_\_\_

b \_\_\_\_\_

c \_\_\_\_\_

d \_\_\_\_\_

e \_\_\_\_\_

- 1 Hi, Molly
- 2 Love, Axel
- 3 Thanks very much for the cinema tickets. They're a really great present!
- 4 Birthday present
- 5 There's a film I want to see, so I'll use them this weekend.

b Read the email again in 2a. Answer the questions.

- 1 Who is Molly?  
a Axel's sister    b a colleague at work
- 2 How do you know?  
\_\_\_\_\_

c Read Molly's email to Mr Lewis and answer the questions.

- 1 Who is Mr Lewis?  
a someone she worked with    b a friend
- 2 Why did he give her a present?  
a It's her birthday.    b She's leaving the company.

d Read Molly's email again. Answer the questions.

- 1 How is her email different from Axel's email in 2a? Think about:
  - how she begins
  - how she ends
  - how she says thank you
- 2 Why do you think it's different?  
\_\_\_\_\_



## 3 WRITING SKILLS

### Writing formal and informal emails

a Sentences 1-4 all say thank you. Add one word to each sentence to make it correct.

1 you  
1 Thank for the lovely present.

2 I'd just like to say thank you very for the beautiful flowers.

3 Many for the chocolates. They're delicious!

4 Thank you the socks. They're a lovely colour.

b Which sentence in 3a is more formal than the others?

c Which of these phrases can you use in an email to someone you know well (1) or to someone you don't know well (2)?

#### Beginning

- ☐ Hello, Mrs Finch  
☐ Hi there!  
☐ Hi, Marie  
☐ Dear Mr Parker,

#### Ending

- ☐ Love  
☐ Thanks  
☐ Best wishes  
☐ Regards  
☐ See you

## 4 WRITING

a Think of a present for someone in the class. Write the word on a piece of paper, then give them the 'present'.

chocolates

b Plan a thank-you email for the present.

Think of:

- how to begin the email
- how to end the email
- what to say about the present.

c Write your email. Use the email in 2a to help you.