



1 LISTENING



c 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 30th birthday last week and Molly gave him a present. Complete a-e in his thank-you email with sentences 1-5.

Mail

To: moli@workwidewide.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?

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?

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.



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 Thank you 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	Ending
<input type="checkbox"/> Hello, Mrs Finch	<input type="checkbox"/> Love
<input type="checkbox"/> Hi there!	<input type="checkbox"/> Thanks
<input type="checkbox"/> Hi, Marie	<input type="checkbox"/> Best wishes
<input type="checkbox"/> Dear Mr Parker,	<input type="checkbox"/> Regards
	<input type="checkbox"/> 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'.



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.