

Imagine you received Stephanie's email asking about a friend of yours.

WRITE an email to answer it.

**Paragraph 1** age, family, work / study

**Paragraph 2** personality (good sides)

**Paragraph 3** hobbies and interests

**Paragraph 4** any negative things?

CHECK the email for mistakes ( grammar, punctuation, and spelling).

From: Claudia  
To: Stephanie  
Subject: Hi from Switzerland

Hi Stephanie,

Thanks for your email.

Of course I can tell you about Christelle. She's 21, and she's studing law with me.

I think she's **quite** extrovert and **very** sociable – she has lots of freinds. She's also very good with children. She has a young step-brother and several young cousins, and I know she likes playing with them. She's **incredibly** hard-working and **responsable** – she passed all her exams last year, which is more than I did!

She likes going out, seeing films, and listennin to music, but not rock or heavy metal – so don't worry about noise! And she's happy to do things on her own – she's very independent, so you won't really have to look after her. Her parents are divorced and she lives with her mother and stepfather, but she also sees her father regularly.

The only negative things I can think of are that she's **a bit** untidy – her room is usualy in a mess – and that her English is, well, not brilliant. But I'm sure she'll learn fast! I think she's **really** nice and that you and the family will get on well with her.

I hope that's useful. Let me know if you need any more information about her.

Love  
Claudia

PS I attach a photo of the two of us.



From: Stephanie  
To: Claudia  
Subject: Hi from Scotland

Dear Claudia,

I hope you're well.

I've just had an email from your friend Christelle. She wants to rent a room in my house this summer. Could you tell me a bit about her (age, personality, etc. and what she likes doing) so that I can see if she would fit in with the family? Please be honest!

Send my regards to your family and I hope to hear from you soon.

Best wishes  
Stephanie