Rubric analysis

1 **Read the rubric and look at the underlined words. Answer the questions.**

This is part of an email you received from your English friend Penny.

How's your new school? Have you made any new friends? What does he/she look like? What is he/she like?

Write your email (140-190 words).

? **1** What are you going to write?

? **2** Who are you?

? **3** Who is going to read your piece of writing?

? **4** What topics should you include in your piece of writing?

? **5** What style should you use?

? **6** How long should your piece of writing be?

Opening/Closing remarks

2 **a) Which of the sentences are: *opening remarks (OR)? closing remarks (CR)?***

1	How's it going?	**OR**	**CR**
2	Got to go now.	**OR**	**CR**
3	Hope you're OK.	**OR**	**CR**
4	Have to go now.	**OR**	**CR**
5	I'd better get going.	**OR**	**CR**
6	How are you doing?	**OR**	**CR**
7	Email me soon.	**OR**	**CR**
8	Thanks for your email.	**OR**	**CR**



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2 **b) Replace the opening/closing remarks in Anna's letter with the sentences below.** CHECK

How's it going?

Got to go now.

Hope you're OK.

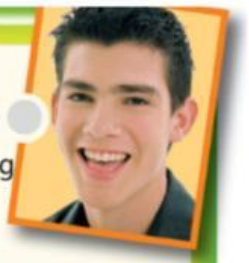
Have to go now.

I'd better get going.

How are you doing?

Email me soon.

Thanks for your email.



Dear Penny,

A **How are you?** _____ / _____ Just dropping you a line to tell you how I'm getting on at my new school. I've made friends with one of my classmates. His name's Charlie and he's great fun.

B Charlie's tall and slim, with short spiky brown hair. He's got a pale complexion and bright blue eyes. He's quite handsome and dresses casually in jeans and trainers.

C Charlie is a very kind person who's always ready to help others. He's also extremely funny. I'm always laughing at his jokes. Outside class, he's very sociable. He's taking me to a party tomorrow! He can be a bit arrogant at times though, and doesn't always listen to what I say.

D I'm really glad I've met Charlie. He's made all the difference to being at a new school.

Write back soon. _____

Love,
Anna

Model analysis

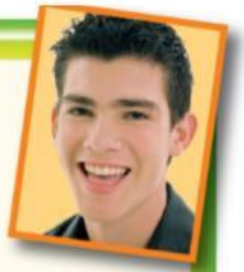
3 **a) Read the model. Which paragraph is about:** CHECK

1 ☐ the writer's feelings about the person?

2 ☐ name of person, how the writer met him?

3 ☐ person's personality?

4 ☐ person's appearance?



Dear Penny,

A How are you? Just dropping you a line to tell you how I'm getting on at my new school. I've made friends with one of my classmates. His name's Charlie and he's great fun.

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C Charlie is a very kind person who's always ready to help others. He's also extremely funny. I'm always laughing at his jokes. Outside class, he's very sociable. He's taking me to a party tomorrow! He can be a bit arrogant at times though, and doesn't always listen to what I say.

D I'm really glad I've met Charlie. He's made all the difference to being at a new school. Write back soon.

Love,
Anna

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Linking ideas

Study the examples.

- *John is tall. He is skinny. He has short straight hair.*
  *John is tall **and** skinny **with** short straight hair.*
- *Ann is clever. She is polite. She can be stubborn at times.*
  *Ann's clever **and** polite. **However**, she can be stubborn at times. Ann's clever. She's **also** polite, **but** she can be stubborn at times.*
- *Mary is a sweet girl. She has got a pale complexion.*
  *Mary is a sweet girl **who** has got a pale complexion.*

8 **Complete the paragraphs with the words from the lists.** CHECK

however also and

Harry is very intelligent **1)** _____ always gets good marks in all his tests. He is **2)** _____ creative and likes to compose music on his guitar. **3)** _____, he can be rude and sometimes says unpleasant things to people.

who and with

Lisa is a pretty girl **4)** _____ will soon be fourteen years old. She is quite tall for her age, **5)** _____ long curly hair, big green eyes, **6)** _____ a wide friendly smile.

also both but

My grandmother is **7)** _____ generous and kind. She always gives me pocket money and she **8)** _____ cooks my favourite meal when I visit her on Sundays. She is a bit hot-tempered sometimes, **9)** _____ she never stays angry for long.

Punctuation

a) When do we use:

a comma (,) — We use a comma to separate words in a list, a non-essential relative clause from the main clause, after certain linkers, in some if-clauses, before questions tags and before the words asked, said, etc when followed by direct speech.

a full stop (.) — We use a full stop at the end of a sentence.

a question mark (?) — We use a question mark at the end of a question.

an exclamation mark (!) — We use an exclamation mark at the end of an exclamation.

an apostrophe (') — We use an apostrophe in short forms and with the possessive -s.

capital letters? — We use capital letters at the beginning of a sentence, for days of the week, months and public holidays, for names of people and places, for people's titles, nationalities and languages and for the pronoun 'I'.

Check in the Grammar Reference section.

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b) Punctuate the sentences below. CHECK

1 im just great how are you

2 alex and i are going to a party tomorrow

3 cant wait to hear from you

4 hes clever but he can be rude at times what can i do

10 **a) Read the rubric and find the key words. Make notes under the headings: *name* – *age* – *appearance*– *character*.**

This is part of an email you received from your English e-friend.

What does your neighbour look like? What is he/she like?

Write your email 140-190 words.

Name	Age	Appearance	Character

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Useful Language

Opening remarks

- I first met ... .
- has been my friend for ... .

Physical Appearance/Clothes

- ... is quite (good-looking, attractive, etc). • ... is (tall and slim) with (brown eyes) and (fair hair).
- ... dresses casually/formally.

Personality

- ... is very (outgoing/cheerful).
- ... is always (friendly) and loves/ hates/enjoys ...
- ... has a great sense of humour.
- ... but can be (aggressive, lazy, bossy, etc) at times.
- ... is a very (interesting/friendly) person.

Feelings/Comments

- It's great fun to be with ...
- I'm glad to have ... as my friend.

Check the theory in the Writing Bank. Then write your email. Use your notes on the right, the plan below and the Useful Language. Join your sentences with appropriate linkers.

Plan

Dear + (your e-friend's first name)

Introduction

(Para 1)	*Greet your e-friend. Say who you are going to describe & when / where you met.*

Main Body

(Para 2)	*Describe the person's physical appearance / clothes.*
(Para 3)	*Describe the person's personality giving supporting details / examples.*

Conclusion

(Para 4)	*Write your feelings / comments about the person. Tell your e-friend to keep in touch.*

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Complete the email with the words below. CHECK

funny	pale	local	latest
blond	bossy	trendy	outgoing
quite	dropping	hang out	time

Dear Ben,

How's it going? Just **1)** _____ you a line to give you my **2)** _____ news. I've made friends with one of my neighbours. His name's Darren and I first met him in the **3)** _____ park.

Darren is 16 like me and he's **4)** _____ short and slim.

He's got short, straight **5)** _____ hair and blue eyes. He's also got a **6)** _____ complexion. He likes to wear casual sporty clothes and he's quite **7)** _____.

Darren is very **8)** _____ and cheerful. He's also very **9)** _____ and really makes me laugh. He's very kind and caring, too. However, sometimes he can be a bit **10)** _____.

I'm really happy I've got Darren to **11)** _____ with. We have a great **12)** _____ playing football in the park.

Got to go now. Email me soon.

Mark

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