

## 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?        | <input type="button" value="OR"/> | <input type="button" value="CR"/> |
| 2 Got to go now.         | <input type="button" value="OR"/> | <input type="button" value="CR"/> |
| 3 Hope you're OK.        | <input type="button" value="OR"/> | <input type="button" value="CR"/> |
| 4 Have to go now.        | <input type="button" value="OR"/> | <input type="button" value="CR"/> |
| 5 I'd better get going.  | <input type="button" value="OR"/> | <input type="button" value="CR"/> |
| 6 How are you doing?     | <input type="button" value="OR"/> | <input type="button" value="CR"/> |
| 7 Email me soon.         | <input type="button" value="OR"/> | <input type="button" value="CR"/> |
| 8 Thanks for your email. | <input type="button" value="OR"/> | <input type="button" value="CR"/> |

# Quizlet



- 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,

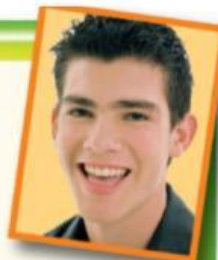
**A** How are you? Just dropping you a line to tell you how I'm getting on at my new school. I've made friends with one of my classmates. His name's Charlie and he's great fun.

**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





## 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

who

and

with

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.

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 (,)

a full stop (.)

a question mark (?)

an exclamation mark (!)

an apostrophe (')

capital letters?

Check in the Grammar Reference section.

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.

We use a full stop at the end of a sentence.

We use a question mark at the end of a question.

We use an exclamation mark at the end of an exclamation.

We use an apostrophe in short forms and with the possessive -s.

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'.

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**

## 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.



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