

## WRITING

### An informal email



- 1 Read Jack's email to his friend Ethan. Which two of the activities in the pictures (a–c) did he do?

a



b



c



TO: Ethan@postit.co.uk  
FROM: Jack@comunica.com  
SUBJECT: News!

Hi Ethan,

**A** <sup>1</sup>How are things? Are you enjoying life in Mexico?  
<sup>2</sup>I just wanted to get in contact because I haven't sent you an email for a long time. Sorry about that!

**B** I've been quite busy recently. I'm in the school play, and we've had lots of rehearsals after school. I've got a big part, so it hasn't been easy to learn all my lines! But I think I've finally managed to do it. I hope so, because the play's next week! Have you ever done any acting? Perhaps you can give me some advice!

**C** Last Saturday was my dad's 50th birthday, so he took us all out for a meal in a lovely restaurant in the country. All his brothers and sisters came, and everyone gave him a present. I gave him a Manchester United football scarf because he's a big fan. I think he liked it!

**D** So, that's my news. When are you coming back for Christmas?

Bye for now!  
Take care,  
Jack



- 2 Read the email again. Match the paragraphs (A–D) with the information (1–4).

- |                                        |                          |
|----------------------------------------|--------------------------|
| 1 Say goodbye                          | <input type="checkbox"/> |
| 2 Things Jack has done recently        | <input type="checkbox"/> |
| 3 Things Jack did at a particular time | <input type="checkbox"/> |
| 4 Say hello and why you're writing     | <input type="checkbox"/> |



- 3 Look at paragraphs B and C again. What tenses does Jack use to describe his actions? Why?

- 4 Match the underlined expressions in the email (1–5) with the expressions (a–e).

- |                  |                          |                 |                          |
|------------------|--------------------------|-----------------|--------------------------|
| a Love,          | <input type="checkbox"/> | d See you soon! | <input type="checkbox"/> |
| b I'm writing to | <input type="checkbox"/> | e How are you?  | <input type="checkbox"/> |
| c Hello          | <input type="checkbox"/> |                 |                          |

Write an email to a friend in England telling them what you've done recently.

### PLAN

- 5 Make two lists.

- Things that I've done when the exact time is not important, or which are not finished (present perfect)  
*I've played a lot of video games.*
- Things that I did at a particular time (past simple)  
*I played a great new video game last Tuesday.*

### WRITE

- 6 Write your email. Remember to include four paragraphs, your ideas from Exercise 5, vocabulary from this unit and phrases from the *Useful language box* (see Student's Book, p9).

### CHECK

- 7 Do you ...
- start and end the email correctly?
  - give the reason why you are writing?
  - use verbs in the correct tense?

