



Writing: An informal email to a new friend

1. Look at the email and do the exercises to practise and improve your writing skills.

Preparation

Write a number (1-6) to put these parts of an email to a friend in order.

- Closing – **Write back soon and tell me about your family.**
- Your name – **Lucinda**
- Opening greeting – **Hi Jo**
- Body of email – **I go to my local high school. It's great because I've got loads of friends there.**
- Closing greeting – **Best wishes**
- Introduction and reason for writing – **My name's Lucinda. Let me tell you a little about myself and my family. ...**

The screenshot shows an email client window titled "New Message" with a status bar at the top displaying signal strength, time (15:08), and battery level. The email is addressed to "marco147@mail4me.uk" with the subject "Hi :)". The body of the email contains the following text:

Hi Marco

Nice to meet you! My name's Sara and I'm fifteen. I live in London with my mum, my little brother Alfie and my dog, Cookie. We live in a small house in Greenwich. It's got three bedrooms and a small garden.

I live near my school so I walk to school every day. I like school and my favourite subjects are Maths and ICT. I want to work with computers when I leave school. What about you? What subjects do you like at school? I enjoy playing hockey and I'm in the school hockey team. Last week we won a match and I scored a goal!

My best friends are Jo and Steph and we're in the same class. Our teacher Mrs Jenkins is nice, but sometimes she gives us lots of homework :(After school I often go to a café with my friends. The café has got Wi-Fi so we can chat online and then usually we go home to do our homework.

At the weekend I sometimes play in hockey matches and I often go roller-skating in the park. I'm good at roller-skating because I can go very fast and sometimes I skate when I take my dog for a walk!

Write soon and tell me all about yourself, your friends and your family.

Best wishes

Sara

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1. Check your understanding: gap fill

Complete the sentences using the sentence ends in the box.

and computers
with Jo and Steph

and dog, Cookie
to Marco

go roller-skating
to the café and use the Wi-Fi

1. Sara sent an email _____.
2. Sara lives in London with her family _____.
3. Sara likes studying maths _____.
4. Sara is close friends _____.
5. After school Sara and her friends go _____.
6. Sara likes to play hockey and _____.

2. Check your writing: reordering – making sentences

Write a number in the brackets to put these words in the correct order. Then write the sentence below.

1. name's () Sara () My () and () fifteen () I'm ()
.....
2. school () are () subjects () Maths and ICT () I like () and () my favourite ()
.....
3. when I () want to () I () school () computers () leave () work with ()
.....
4. What () you () ? () subjects () do () like () at school ()
.....
5. hockey () play () the () At () I sometimes () weekend ()
.....
6. and () Write soon () yourself () me () tell () about ()
.....

Discussion

Do you have a penfriend who you write letters or emails to?

How often do you write?

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