



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. ...***

15:08

Cancel New Message Send

To: marco147@mail4me.uk

Subject: Hi :)

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

and dog, Cookie

go roller-skating

with Jo and Steph

to Marco

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?