



Formal or Informal?

Writing a letter...

Dear Alex,

How are you? I hope you are doing well and enjoying the new year! I'm writing to tell you all about my Christmas holidays because they were really special.

This Christmas, I stayed in Athens with my family. We didn't travel far, but we did many fun things together, such as decorating the house, baking Christmas cookies, and watching festive movies in the evenings. We also went to the city centre to see the Christmas lights.

During the holidays, I met many relatives and friends that I hadn't seen for a long time. On Christmas Eve, all my cousins came over, and we played board games and laughed a lot. One funny thing that happened was when my little cousin tried to eat Santa's cookies before midnight!

On Christmas Day, I received some lovely presents. My favourite one was a new pair of headphones and a book that I'm already reading. Overall, my Christmas holidays were relaxing, fun, and full of happy moments.

Write back soon and tell me how you spent your holidays.

Best wishes,

Dimitri

Exercise 1 – Identify the Parts of the Email and match each part with its function.

Part of the email	Function
Heading	a. Says goodbye politely
Greeting	b. Shows where and when the email was written
Paragraph 1	c. Introduces the topic and greets the reader
Paragraph 2	d. Describes place and activities
Paragraph 3	e. Mentions people and a funny moment
Paragraph 4	f. Talks about presents and feelings
Closing & signature	g. Shows who wrote the email

Exercise 2 – Linking & Introductory Phrases. Complete the sentences using the phrases from the box. Each phrase is used once.

How are you? I hope you are doing well I'm writing to tell you all about
This Christmas, During the holidays, One funny thing that happened was
On Christmas Day, Overall, Write back soon and tell me

----- my Christmas holidays.
----- I stayed at home with my family.
-----, I met many relatives and friends.
----- when my cousin ate Santa's cookies.
----- I received some lovely presents.
----- my holidays were relaxing and fun.
----- how you spent your holidays.
----- !

Exercise 3 – Topic Vocabulary Gap-Fill. Complete the sentences using the words from the box. Each word is used once.

relatives decorated festive cookies board games carolling presents
neighbourhood

1. We ----- the house with lights and ornaments.
2. I met many ----- that I hadn't seen for a long time.
3. We baked Christmas ----- together.
4. We watched ----- movies in the evenings.
5. We played ----- on Christmas Eve.
6. We went ----- and sang Christmas songs.
7. People in our ----- were very kind.
8. I received some lovely ----- on Christmas Day.

Exercise 4 – Choose the Correct Connector. Circle the correct answer.

1. We stayed at home, but / because we did many fun activities.
2. I met my cousins, and / so we played board games together.
3. We went carolling, because / and people gave us sweets.
4. I got many presents; however / overall, my holidays were amazing.

Exercise 5 – Find the Word in the Email. Read the model email again.
Find the word that matches each definition.

1. People in your family (not parents or siblings)
2. → _____
3. To make a place look nicer for a celebration
4. → _____
5. Time when you don't go to school or work
6. → _____
7. Things you receive as gifts
8. → _____
9. Songs people sing at Christmas
10. → _____
11. Calm and not stressful
12. → _____
13. People who live near you
14. → _____
15. Moments that make you laugh
16. → _____