Writing emails

You will have a barbecue on Saturday.

Write an email to a friend.
Invite him/ her to the barbecue.

is like cook wait my are start come have

Hi .....

Next Saturday ..... my daughter's birthday.

We will ..... a barbecue at ..... house.

Would you ..... to come?

It will ..... at 4.30pm.

Many friends and relatives ..... coming.

I will ..... chicken and beef.

I ..... for your reply.

Thank you,

Write your invitation here,

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LIVEWORKSHEETS

Writing emails

You moved to a new flat.

You write to your friend Tom to tell him about your new flat.

Put the words in the right place and write the email.

garden the soon sink and you a new love shower room is

Dear Tom,

We moved to a ..... flat. It ..... wonderful. There is a ....., a living ....., three bedrooms, a kitchen ..... a bathroom.

The children ..... playing in the garden.

In ..... kitchen, there is a microwave, a ..... and a cooker.

There is ..... bath and a ..... in the bathroom.

Our address is .....

I hope ..... will visit .....

Best wishes,

..... and family

Write it here;

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LIVEWORKSHEETS

Writing short messages

Move the words into the right place to make a message;

today can like tell lunch meet coffee going are

Hello .....
How ..... you?
I am ..... to Catford .....
Would you ..... to ..... me?
We ..... have ..... or maybe .....
Please ..... me what you think.

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you or me come like on house somewhere you

Hello .....
How are .....?
Would to meet up ..... Thursday ..... Friday?
You can ..... to my ....., or we can meet ..... nearby.
Please let ..... know.

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LIVEWORKSHEETS

How going Would to do today doing

Hello .....
..... are you?
What are you ..... today?
I am ..... to Lewisham library .....
..... you like ..... meet me?
What ..... you think?

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are next are what see like my nice your

Hello .....
How ..... you?
What ..... you doing ..... weekend?
You and ..... family can come to ..... house.
It would be ..... to ..... you.
Would you ..... to come?
Please tell me ..... you think.

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LIVEWORKSHEETS

Name Date

Learning Goal 1: Write a simple email.

Write an email to a friend.
Invite him/ her to a barbecue at your house.

Choose the right word to fill the gap;

is like cook wait my are start come have

Hi .....

Next Saturday ..... my daughter's birthday.

We will ..... a barbecue at ..... house.

Would you ..... to come?

It will ..... at 4.30pm.

Many friends and relatives ..... coming.

I will ..... chicken and beef.

I ..... for your reply.

Thank you,

Write your invitation here,

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LIVEWORKSHEETS

Name Date

Write a simple email.

You have moved somewhere new.
Send a message to a friend.

Choose the right words to fill the gaps;

moved well not work every hear hours go /goes is on to are

Hi (name).....

How ..... you?

Sorry for ..... contacting you for a long time.

I ..... to a new place.

It is ..... Sunny road.

There ..... a park nearby.

My child/children/grandchildren still ..... to the same school.

I go ..... ESOL class ..... week. I ..... hard in my ESOL class.

I also work at ..... for .....(number) of ..... every week.

I hope you are ..... and I hope to ..... from you soon.

Write your email here,

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LIVEWORKSHEETS

Name Date

Learning Goal 1: Write a simple email.

Choose one of the topics below

Your child's teacher helped your child a lot with their spelling and you want to say thank you.

Your child's teacher helped your child a lot with their maths and you want to say thank you.

Your child's teacher gave your child a lot of praise for their work and you want to say thank you.

Choose the right word to fill the gap;

a lot want helped let help gave say very

Dear (teacher's name).....

My child, (child's name)....., found spelling/maths..... difficult.

You ..... them ..... and I want to ..... thank you.

OR

My child, (name)....., worked really hard on the last project.

You celebrated that and ..... them good feedback, so I ..... to say thank you.

Please ..... me know how I can ..... my child.

Best wishes,

(your name)

Write your thank you message here,

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LIVEWORKSHEETS

Name Date

Write a simple email.

Your child's teacher invited you to meet them to talk about your child's work on Tuesday at 4pm.

You are now busy on Tuesday at 4pm.

You would like to change the meeting to Wednesday at 4pm.

Write an email to say this;

Choose the right word to fill the gap;

busy meet talk sorry change Wednesday very hope

Dear (name).....

My name is ..... and you kindly invited me to..... with you about my child, (name)....., at (school name)..... on Tuesday at 4pm.
I'm ..... sorry, but I am now ..... at 4pm on Tuesday.

Can we ..... at 4pm on .....?
I ..... this is ok and I'm very ..... to have to ..... this.

Best wishes,

(your name)

Write your message here,

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LIVEWORKSHEETS

Name Date

Write a simple email

Write your email here,

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LIVEWORKSHEETS