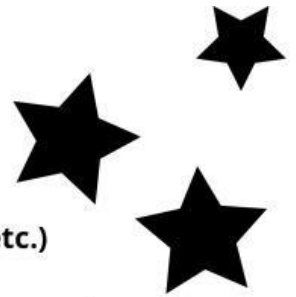




INFORMAL WRITING



This is a worksheet for you to:

- Practice TO vs FOR (purpose, reason, benefit, duration, etc.)
- Produce useful sentences for an informal email.
- Prepare content you can directly reuse in the final writing task.

A. Rewrite the ideas using TO or FOR so they sound natural in an email.

1. I want more information because I plan my holiday. **I'm writing** _____
2. Can you check the price? (purpose) **Can you check the price** _____?
3. I need this information because of the cost. **I need this information** _____
4. I want to go there because I experience something different. **I'd love to go there** _____
5. Can you ask about accommodation? (purpose) **Can you ask about accommodation** _____?
6. I'm interested in this holiday because it helps the community. **I'm interested in this holiday** _____
7. How long do we stay? (duration) **How long are we staying** _____?
8. I'm saving money because of this trip. **I'm saving money** _____

B. Write 3-5 original sentences you can reuse in the final email.

1. **Ask about price** _____
2. **Ask about accommodation** _____
3. **Express a reason for going** _____
4. **Ask about activities** _____
5. **Mention duration** _____

You must include:

- at least 2 sentences with TO
- at least 2 sentences with FOR

C. Complete these sentences with your own ideas and then put them in a logical order to write an e-mail:

First, can you find out how much it costs _____ (purpose)? I don't mind paying more if it's good _____ (benefit with FOR). ●

Another thing — I'd like to go _____ (TO + verb: express purpose/experience) something different from a typical holiday. ●

I'm writing _____ (TO + verb: ask for info) about a few things. ●

Finally, can you ask what kind of work we will do? I'm not very good _____ (FOR + -ing) crafts. ●

Thanks a lot for your email! I'd love to go — it sounds like a great opportunity _____ (reason using FOR + -ing). ●