2 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.

You must include:

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

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

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).**

LIVEWORKSHEETS