

D. Imagine that Peter is a friend of yours and has sent you the email in activity A. Write an email responding to him, in which you agree to one of his requests but also refuse the other one politely. You can use Max's email as a model, but you must use your own ideas and other expressions/phrases. Before you begin, read the tip and follow the plan in the Writing section.



Your address: on the right-hand side of the page (not always necessary).

Date: below the address.

Greeting: on the left-hand side of the page. Put a comma after the name.

Indent paragraphs: start the first line of each paragraph under the comma.

Signing off: towards the middle of the page (e.g. Love, Best wishes). Don't forget the comma followed by your first name written

92 Park Lane
Epsom
Surrey KT18 2LR
18 June 20....

Dear Betty,

Love,
Jill



Expressing enthusiasm

Wow! That's great/wonderful/
fantastic news!

It was really nice to...

I think it's great that...

Agreeing to a request

Of course you/I can...

I'd be happy/glad to...

You're more than welcome to...

It would be my pleasure to...

Making a request

Could I/you possibly...?

I was hoping I/you could...

Do you think I/you could...?

Will you do me a favour?

Would it be possible to...?

Refusing a request

I'm afraid that it won't be
possible to...

Unfortunately, you/I won't be
able to...

I'm afraid you/I can't...

Well, the problem is that...