

NAME : _____ CLASS : _____

WRITING: AN INFORMAL EMAIL

B Read the writing task below and then answer the questions about it in your notebook.

This is part of an email you got from a friend in England.

Our teacher has asked the class to write about the things people do to help protect the planet around the world. I want to write about what people do in your country. Can you send me some information?

Now write an email to your friend. (100 words)

1. What type of text do you have to write?

2. What will it be about ?

3. What does your friend need?

4. Will it be formal or informal?

Drag these answers below and drop in the blank box above.

informal

An email to a friend

What people do in your country to protect the planet

Information about what people do to protect the planet in your country

C. Read the example email again and write T (True) and F (False)

The writer

1. Likes the person she is writing to

2. hasn't written about the environment

3. Describes an event in the past

4. Gives information about how people help to protect the planet.

D. Match the correct paragraph number in the example email with these descriptions.

a. Information about the things people do to help protect the planet.

b. Information about the environment.

c. Friendly ending with informal expressions.

d. Friendly opening, asking about the reader