

**Question**

To: joey@gmail.com ← 1) Receiver's email address  
 From: sarah@hotmail.com ← 2) Sender's email address  
 Subject: Shopping Trip ← 3) Subject

Hi Joey, ← 4) Greeting

How are you doing? I hope you are in the pink. Do you have plans this weekend? ← 5) Introduction

I was thinking we could go shopping. Which mall could we go to and how can we go there? What can we eat there? ← 6) Content

I am looking forward to your reply. Bye! ← 7) Conclusion

8) Sign off → Your best friend,  
 9) Your name → Sarah

**FORMAT**

**Part 1: Brainstorm ideas to reply to the email**

<u>Paragraph</u>	<u>Content/Ideas/Writing Plan</u>
<b>Which mall could we go to?</b>	
<b>How can we go there?</b>	
<b>What can we eat there?</b>	

**Use the tips about writing an email**

<b>To greet:</b> <ul style="list-style-type: none"><li>• <i>Hi Nina,</i></li><li>• <i>Dear Mia,</i></li><li>• <i>Hello George,</i></li></ul>	<b>To start an email:</b> <ul style="list-style-type: none"><li>• <i>How are you doing? I hope you are in the pink.</i></li><li>• <i>It's great to hear from you. How are things with you?</i></li><li>• <i>I'm sorry I haven't written for a while.</i></li></ul>
<b>To suggest:</b> <ul style="list-style-type: none"><li>• <i>I would suggest...</i></li><li>• <i>I recommend that ...</i></li><li>• <i>I think it's a good idea...</i></li></ul>	<b>To advise:</b> <ul style="list-style-type: none"><li>• <i>You should/must...</i></li><li>• <i>You have to...</i></li><li>• <i>I think you need to...</i></li><li>• <i>It would be good if...</i></li></ul>
<b>To justify:</b> <ul style="list-style-type: none"><li>• <i>The reason is...</i></li><li>• <i>It's a good idea because...</i></li></ul>	<b>Use cohesive devices:</b> <ul style="list-style-type: none"><li>• <i>Furthermore</i></li><li>• <i>Besides that,</i></li><li>• <i>Moreover,</i></li><li>• <i>Additionally,</i></li><li>• <i>Firstly</i></li><li>• <i>Secondly</i></li></ul>
<b>To wish:</b> <ul style="list-style-type: none"><li>• <i>Have fun!</i></li><li>• <i>All the best!</i></li><li>• <i>Good luck!</i></li><li>• <i>Enjoy your trip!</i></li></ul>	<b>To end the email:</b> <ul style="list-style-type: none"><li>• <i>Hope to hear from you soon.</i></li><li>• <i>I can't wait to meet up soon.</i></li><li>• <i>Looking forward to your reply</i></li></ul>
<b>To sign off:</b> <ul style="list-style-type: none"><li>• <i>Regards,</i></li><li>• <i>Love,</i></li><li>• <i>Your brother/ Your friend/ Your cousin</i></li><li>• <i>Best wishes,</i></li></ul>	

**Part 2: In about 80 words, write an email to your friend.**

To: joey@gmail.com

*From: sarah@hotmail.com*

### Subject: Shopping Trip

Hi Joey,

*How are you doing? I hope you are in the pink. Do you have plans this weekend?*

*I was thinking we could go shopping. Which mall could we go to and how can we go there? What can we eat there?*

*I am looking forward to your reply. Bye!*

*Your best friend,  
Sarah*