

## WRITE A LETTER

A. Below is Peter's e-mail to his friend Stevie. Read and choose the correct meaning of the words in red.

1. **Mate**

friend

brother

2. **Down Under**

Canada

Australia

3. **barbie**

garden

barbecue

Subject: [REDACTED]

Hi Stevie!

How's life in Canada, **mate**? Are you getting ready for another cold New Year's Eve? Is it snowing there tonight?

We're all preparing for our New Year's Day lunch - **Down Under** style! The weather's fine here. It's hot and sunny because it's summer here in Australia, of course.

Mum and Dad are outside in the garden at the moment. Dad's cooking hamburgers and chicken because we're having a **barbie** for all the family and friends. Mum's talking on the phone.

Nicole and Mike are at the swimming pool. Nicole's swimming and Mike's sunbathing. I'm making lemonade.

Anyway, that's what Mum thinks, because I'm writing this e-mail to you now!

Well, have a lot of fun tonight! **HAPPY NEW YEAR!**

Best wishes,

Peter

≡ → ☆

Send

B. Read again and match. What's everybody doing?

Stevie is talking on the phone.

Peter is sunbathing.

Peter's dad is getting ready for New Year's Eve.

Peter's mum is swimming.

Peter's brother is sending an e-mail.

Peter's sister is cooking food on a barbecue.



C. Read the tip and complete the phrases 1-4 with the words in the box.

**When you write a letter or an e-mail, don't forget:**

- to start with **Dear** or **Hi/Hello**  
*Dear Jane, Hi Betty, Hello Max,*
- to use a set phrase  
*How are you? I hope You're fine. I'm writing to tell you about...*
- to end with a set word/phrase. Write your first name under this.  
*Yours. Your friend Love Bye for now  
See you soon Best wishes Write back soon*



See  
Your  
Tony  
Dear  
for

1. Bye \_\_\_\_\_ now,  
Emily

3. \_\_\_\_\_ you soon,  
\_\_\_\_\_

2. \_\_\_\_\_ Brian,  
How are you?

4. \_\_\_\_\_ friend.  
Sam.

D. Complete the three emails with the words in the box.

a. It's raining	d. How's life?
b. I'm writing	e. Yours
c. See you soon	f. Dear Richard

1 \_\_\_\_\_

How are you? I'm fine. It's nice and sunny here in Trujillo. I'm having a great time.

2 \_\_\_\_\_

Your friend

Tom

Send

Hello Keith,

3 \_\_\_\_\_ ?

I'm in Chicago at the moment. The weather's horrible.

4 \_\_\_\_\_ and I'm bored.

What's the weather like there?

Best wishes

Vicky

Send

Hi Mary,

Happy New Year!

5 \_\_\_\_\_ this from my bedroom.

Downstairs my family are having a party! What about you?

Are you having a party this year?

6 \_\_\_\_\_

Michelle

Send

