



Writing

An email describing your best friend

Rubric analysis

- 1 a) Read the rubric and answer the questions.

Write an **email** to your English-speaking friend (50-100 words).
In your email:

- write who your best friend is.
- describe him/her.
- say what you do together.

- 1 What are you going to write?
- 2 Who is going to read it?
- 3 What is it about?
- 4 How many words should you write?

- b) What information should you include in your email?
Tick (✓) the boxes.

- 1 your family news ☐
- 2 your best friend's name/age ☐
- 3 how your best friend spends his/her free time ☐
- 4 why your best friend likes you ☐
- 5 your best friend's appearance ☐
- 6 what you and your best friend usually do together ☐
- 7 your best friend's character ☐

Model analysis

- 2 a) Read the email and complete the missing words.

- b) What information from Ex. 1b has it got?

- c) Match the paragraphs to the headings.

- 1 ☐ activities together
- 2 ☐ request to write back
- 3 ☐ best friend's appearance, character
- 4 ☐ reason for writing; name and age of best friend

Hi John,

A 1) are things? I'd 2) to tell you about my best friend, Alex. He's sixteen and he's a good student.

B Alex is tall 3) dark hair. He's very funny, but he 4) be shy sometimes, too.

C Alex and I 5) in the same class. At the weekends, we often play football 6) we sometimes go to the cinema. We also 7) video games. He's a great person.

D What about 8) best friend? Write 9)
Bye for 10)
Alan



- 3 How does Alan begin and end his email? Replace the opening and closing remarks with suitable ones from the Useful Language box.

Linkers also/too/or

We use:

- **also** to give additional information about someone/something. We usually put it in front of the verb but after the verb **to be**.
*Gemma is clever. She is **also** kind.*
- **too** to give additional information about someone/something. We usually put it after the verb. *My mum is tall. She is **slim, too**.*
- **or** to introduce an alternative idea/thing/person etc. *On Sundays they go for a walk **or** sometimes they go to the cinema.*

- 4 Read the theory box and find examples of **also**, **too**, or in the model email.

- 5 Rewrite the sentences using the linkers in brackets.

- 1 Danny is strong. He is brave. (**too**)
.....
- 2 Matt likes History. He likes Geography. (**also**)
.....
- 3 We can play football. We can go to the theatre. (**or**)
.....
- 4 John goes to the gym on Saturdays. He goes to the mall. (**too**)
.....
- 5 Cora is beautiful. She is clever. (**also**)
.....
- 6 Do you like watching DVDs? Do you like watching films at the cinema? (**or**)
.....



Word order

6 a) Study the tables.

Word order – Affirmative/Negative sentences						
subject	adverb of frequency	verb	adjective	object	adverb of time/place	
I	always	play		football	at the weekends.	

Word order – Questions						
question word	auxiliary verb	subject	main verb	adjective	object	adverb of time/place
What time	do	you	go			to bed?
	Has	he	got	a big	desk?	

b) Put the words in the correct order.

- do/when/go/you/to the gym?
.....
- to work/he/walks/sometimes
.....
- to college/do/a bus/you/catch/always?
.....
- likes/she/basketball
.....
- at/English/is/he/good
.....
- doesn't/he/football/often/play
.....
- go/does/what time/he/to work?
.....

Writing

7 Answer the questions about your best friend.

- What is his/her name?
- How old is he/she?
- What does he/she look like?
- What is he/she like?
- What does he/she do in his/her free time?

8 a) Read the rubric.

Write an **email** to your English-speaking friend (50-100 words). In your email:

- write your best friend's age.
- describe his/her character.
- write what he/she does at the weekends.

b) Use your answers in Ex. 7 to complete your email. Use the language in the Useful Language box. Follow the plan.

Useful Language

Opening remarks

- How are you? • Hope you are OK.

Appearance

- She's tall with green eyes.
- He's got fair hair and blue eyes.
- She's short and thin.

Character

- ... is very brave/kind/hardworking etc.
- ... is fun to be with.
- ... is ... but he/she can be ...

Free-time activities

- He/She really loves/likes/enjoys reading/playing sport/surfing the Net. etc
- His/Her favourite free time activity is ...

Closing remarks

- Write back soon. • Bye for now.

Plan

Hi + (friend's first name),

(Para 1) opening remarks, best friend's name & age

(Para 2) best friend's appearance & character

(Para 3) weekend activities

(Para 4) closing remarks

sign off

(your first name)

Hi ...!
Hope you're OK. I'd like to tell you about ...
He's/She's ...
He/She ... is ... with ... and ...
He's/She's very ..., but ...
At weekends, he/she ...
Bye for now.
...



Checklist

When you finish writing your email, check for the following:

- clear paragraphs
- appropriate opening and closing remarks
- appropriate use of linkers
- grammar and spelling mistakes
- word length