



## CLB 3: How to Write a Note

### A. Match the REASON for the note and the SITUATION

<u>Reason</u>	<u>Situation</u>
To comfort	You hit a stranger's car in a parking lot
To apologize	Your nephew graduated college
To thank	A friend lost a family member (family member died)
To congratulate	You are moving into a new apartment. You want your friend to help you.
To invite	Your sister sent you flowers
To request	You haven't seen your friend for a long time.
To stay in touch	You are having a BBQ at your home

### B. When you write a note. You can use common phrases. Which phrases can you use for each situation?

<u>Situation</u>	
You hit someone's car in a parking lot	I wanted to tell you that I
Your nephew graduated college	Congratulations on your
A friend lost a family member (family member died)	I'm so
You are moving into a new apartment. You want your friend to help you.	Would you mind
Your sister sent you flowers	I got your flowers.

You haven't seen your friend for a long time.	Sorry, I
You are having a BBQ at your home	I wanted to tell you that

**C. Find the errors in the note below.**

Bye, Cindy!

I wanted to say you that Zahra and I are having a BBQ on Saturday. It is our anniversary. Would you like to go? Let you know! EMAIL: [jane45@gmail.com](mailto:jane45@gmail.com)

See you tomorrow!

Hugs, Jane  
B.Y.B.B.

Correct the errors. Fill in the missing words.

, Cindy!

I wanted to tell you that Zahra and I are having a BBQ on Saturday. It is our anniversary. Would you like to come? Let me know! [jane45@gmail.com](mailto:jane45@gmail.com)

See you !

Hugs, Jane

Click FINISH!!