

# 3H

## Writing An informal letter

*I can write an informal letter.*

### Preparation

1 Complete the social activities with *a, e, i, o, u* and *y*.

- 1 g \_ \_ for a b \_ \_ k \_ \_ r \_ \_ d \_ \_
- 2 g \_ \_ sh \_ \_ pp \_ \_ ng
- 3 m \_ \_ t fr \_ \_ nds \_ \_ n t \_ \_ wn
- 4 pl \_ \_ b \_ \_ sk \_ \_ tb \_ \_ ll
- 5 h \_ \_ y a d \_ \_ ff \_ \_
- 6 l \_ \_ st \_ \_ n to m \_ \_ s \_ \_ c
- 7 pl \_ \_ t \_ \_ bl \_ \_ t \_ \_ nn \_ \_ s

2 Complete the invitations by writing the first word of each phrase and adding a social activity from exercise 1. Use the infinitive without *to* or the *-ing* form.

- 1 \_\_\_\_\_ don't we \_\_\_\_\_?
- 2 \_\_\_\_\_ you fancy \_\_\_\_\_?
- 3 \_\_\_\_\_ about \_\_\_\_\_?
- 4 \_\_\_\_\_ you like to \_\_\_\_\_?

3 Read the Writing Strategy opposite. Then write the missing words to complete the letter below.

1 \_\_\_\_\_ Lily,

Thanks for your letter. How 2 \_\_\_\_\_ you? I had a great weekend. Lauren came over and we watched the third Hobbit film on DVD. I saw the second film last year and I loved it.

I enjoyed the film, but I didn't think it was brilliant. There are some exciting scenes, but it's really long and I got a bit bored by the end.

Before the film, we made pizzas and popcorn. We ate them while we were watching the film. (The pizza was a bit burned!)

Would you like to go shopping next weekend? I need to buy a birthday present for my dad, but I want to find some clothes for me at the same time. How about meeting for lunch too?

Anyway, that's all for 3 \_\_\_\_\_. Write again 4 \_\_\_\_\_.

5 \_\_\_\_\_ wishes,

Paige

4 Circle the aspects of the film that Paige talks about.

- acting characters ending plot scenes  
script special effects length

### Writing Strategy

When you write a letter to a friend or relative:

- Start with: *Dear [Jake]*.
- Begin the main part of the letter with a short introduction. You can use phrases like: *How are you? Sorry I didn't reply sooner. Thanks for your letter.*
- Write in paragraphs.
- Do not use very formal language in your letter.
- Use contractions (*it's, there's, etc.*).
- Finish the main part of the letter with a short paragraph. You can use phrases like: *That's all for now. I'd better go now. Write again soon.*
- End the letter with *Love*, or *Best wishes*, and your first name.

5 Read the task below. Underline the parts of Paige's letter which give extra information about each of the four points. 

You and a friend watched a film at your house recently. Write a letter to another friend in which you:

- Say what film you watched.
- Give your personal opinion of the film.
- Mention something else you did on that occasion.
- Suggest an activity to do with the friend you are writing to.

### Writing Guide

6 Write a letter for the task in exercise 5. Remember to include extra information for each point. Do not copy ideas from the model in exercise 3.

\_\_\_\_\_ (greeting)

\_\_\_\_\_ (introduction)

\_\_\_\_\_ (what film?)

\_\_\_\_\_ (your opinion)

\_\_\_\_\_ (another activity)

\_\_\_\_\_ (an invitation)

\_\_\_\_\_ (final paragraph)

\_\_\_\_\_ (close the letter)

\_\_\_\_\_ (sign your name)

### CHECK YOUR WORK

Have you ...

- included extra information for each point?
- followed the correct layout for a letter?
- checked your spelling and grammar?