

4H

## Writing An email

*I can write an email to a friend about a new home.*

### Preparation

- 1 Read the task and the model email. In what order does Lisa cover the four points? Number them.

You are moving in with relatives next week. Write an email to a friend. Include the following:

- Explain the reasons for the arrangement. ☐
- Describe your relatives' house. ☐
- Describe the relatives. ☐
- Ask permission to borrow something from your friend. ☐

To: madison@email.com

Hi Madison,

I hope all is well with you. Did I tell you I'm moving house soon? We need to move out of our flat because the landlord is selling it, so we're going to live with my cousins for a few months. They don't live far away – in a small village about twenty miles from here. My cousin Joe is a really nice guy. He's the same age as me and he's got dark hair and brown eyes. My cousin Samantha looks a bit like you. She is tall, with curly hair and green eyes. She's great fun. You'd like them.

My cousins' house is quite large and includes a new extension, but it will still be a bit crowded. There are four bedrooms in the house and two in the extension, I think, but I'm going to sleep in the conservatory!

Better get back to my homework. Would it be OK if I borrowed your tennis racket this weekend? I've got one, but I can't find it. I think Mum might have already packed it!

Bye for now.  
Lisa

#### Writing Strategy

When you write an informal email or letter:

- you should avoid formal language.
- you can use contractions (*you're, it's, etc.*).
- you sometimes omit words like *I, I'm or I've* at the start of a sentence (*Hope you're well, Got to go now, etc.*).

- 2 Read the Writing Strategy. Circle five different contractions in the model email. Then underline one sentence with a word omitted at the start.

- 3 Rewrite the sentences using *would rather* with the base form or past simple.

- 1 I want you to help me.  
I'd rather you helped me.
- 2 I don't want my sister to find out.  
\_\_\_\_\_
- 3 I want to be outside.  
\_\_\_\_\_
- 4 I don't want to go to bed yet.  
\_\_\_\_\_
- 5 I want us to spend more time together.  
\_\_\_\_\_

- 4 Complete the second sentence in each pair with *had better (not)* and the verb in brackets.

- 1 This milk smells bad. We *had better not drink* (drink) it.
- 2 The roads are icy. You \_\_\_\_\_ (drive) too fast.
- 3 This is my dad's laptop. We \_\_\_\_\_ (ask) before we use it.
- 4 It isn't safe to walk home at night. You \_\_\_\_\_ (get) a taxi.
- 5 That dog doesn't look friendly. We \_\_\_\_\_ (go) near it.
- 6 This is my sister's favourite chocolate. I \_\_\_\_\_ (save) some for her.
- 7 I haven't got any lights for my bike. I \_\_\_\_\_ (cycle) home before it gets dark.

### Writing Guide

- 5 Read the task. Then make notes under headings 1–4 below.

Imagine that you are moving house next week. Write an email to a friend. Include the following:

- Describe your new home.
- Give information about your plans for moving.
- Describe someone you will miss after you move.
- Ask permission to leave something at your friend's house.

- 1 What is your new home like?  
\_\_\_\_\_
- 2 What are the arrangements for moving?  
\_\_\_\_\_
- 3 Who will you miss?  
\_\_\_\_\_
- 4 What do you want to leave with your friend?  
\_\_\_\_\_

- 6 Now do the task. Write your email using your notes from exercise 5. 

#### CHECK YOUR WORK

Have you ...

- ☐ covered all four points in the task?
- ☐ used contractions and avoided formal language?
- ☐ checked your spelling and grammar?