

# HOMEWORK: WRITING A SEMI-FORMAL EMAIL.



1. Read the task and choose the correct option (A-D) to complete the sentences.



## Community Centre Countdown



It's just 100 days until YOUR centre reopens. We're inviting people in the local area to come up with suggestions for classes and activities that will put the centre at the heart of the community. Ideas that appeal to different generations and across cultures are welcome.

Write an email with your suggestions to:  
Ms Gemma Hillier, Community  
Centre Manager

In this task ...

- 1 you are writing to someone you:
  - A don't know.
  - B know quite well.
- 2 the style should be:
  - A very formal.
  - B very chatty and informal.
  - C more formal than to a friend.
- 3 the reader will be expecting:
  - A a long list of ideas and suggestions.
  - B three or four ideas with relevant reasons.
  - C the names of people who will help out.
  - D reasons for working at the centre.

2. Choose the correct words to complete the sentences.



- 1 Why don't we **set up** / **setting up** a computer club?
- 2 How about **to create** / **creating** craft days?
- 3 It might be a good idea **we having** / **to have** a space for dance and exercise.
- 4 You could think about **introducing** / **introduce** live performances.
- 5 It would be a good idea **to put together** / **putting together** a programme of outdoor events.
- 6 I recommend **provide** / **providing** facilities for preparing food.

### 3. Choose the correct options to complete the email.

1 Dear Ms Hillier / Hiya Gemma  
2 This email / I'm writing to give you some suggestions for the new community centre. It 3 will / could be great to have it open again.  
As food is 4 so / such an important part of everyday life, I recommend a food festival. You 5 could have had / could have regular stalls too.  
Secondly, how about setting up a cinema club? It's 6 such / so entertaining to watch a film as a group and this would help people to get together. People's own videos could also 7 show / be shown.  
8 Final / Finally, there are 9 so few / so little dance opportunities in town it would be a good idea 10 to introduce / introduce regular dance days, with a range of styles to appeal to different age groups.  
I think the important thing is that we 11 reach / push out to different parts of the community and that the centre benefits everyone. I hope my ideas are helpful.  
12 Cheers / With best wishes  
Gita Rai

### 4. You see this announcement on a school noticeboard. Write your email in 140-190 words.



#### Fundraising ideas needed!

We need fundraising ideas for the new centre so that we can reach the amount required. Please send your suggestions for events or activities that would appeal to local people and raise the most money possible.

Write an email with your ideas to:

Mr Adrian Leeson, Community Advisor