

Writing skills practice: Email



1. Fill the gaps in the "Top Tips for writing"

To:	sam2000@school.co.uk
Date:	15 June
Subject:	study date

Hi Sam,

Would you like to come to my house on Saturday afternoon? We could revise together for the maths exam next week. After that, we could play a game or watch a film. You can stay for dinner too.

What do you think?

See you soon!

Carla

Top Tips for writing

1. Start your email: + name.
2. Use Would you to + verb to make an invitation.
3. Use We to make a suggestion.
4. Finish with you soon and your name.

2. Check your writing: gap fill

Write words to fill the gaps and complete the email.

1 _____ Ana,

Would you 2 _____ to come to my house tomorrow? We 3 _____ play computer games and 4 _____ the new action film. You could stay for lunch. My dad will take you home later.

See you 5 _____!

Sílvia

3. Write an informal email to your teacher inviting him/her to do something and suggesting plans to do. Don't forget any part of the structure of the email.