

Writing

1 Complete the common phrases used to begin and end informal emails with the words from the box.

going thanks wait hope forward hear

- 1 Thanks for your email. *b*
- 2 It's great to hear from you. *b*
- 3 How's it going? *b*
- 4 I can't wait to see you. *e*
- 5 I'm really looking forward to seeing you. *e*
- 6 hope to hear from you soon. *e*

Help with Writing

The key to writing an email to friends or family members is to use a friendly, informal style. Use contractions (*I'm* instead of *I am*), use exclamations (!) and write as if you were talking to the person.

2 Imagine you are Amber's aunt. You and Uncle Matthew had a day trip to London last Saturday. It didn't go very well. Read the information below, then write an email in response to Amber's telling her all about your difficult day trip. Use the phrases from Activity 1.

- You and Uncle Matthew decided to go to the Ancient Egypt exhibition at the British Museum.
- You went to London by train.
- The train was delayed.
- The exhibition was cancelled.
- On the way home, there were lots of people on the train and not enough seats. You had to stand up.

A blue computer monitor icon with a white window showing five horizontal lines for writing. The window has a title bar with three icons: a left arrow, a telephone, and a document.