

UNIT 1: FAMILY TIES

WRITING PART 1: AN EMAIL

Answer all the questions in Section **A, B, and C.**

A. Rewrite the sentences below with abbreviations.

1. I look like my mother's side of the family; that's to say, my grandmother, my aunt and my cousins.

2. It's mum's thirty-fifth birthday next week.

3. Carol lives in the United Arab Emirates.

4. Please bring food. For example, fruit, sandwiches or hotdogs.

5. I'm seeing Doctor Andrews at four o'clock in the afternoon.

6. Mister Jones says lesson start at eight forty-five in the morning.

7. Sixty-two Greendale Street, London, United Kingdom.

8. Buses leave at ten in the morning, eleven in the morning, twelve in the morning, etcetera.

B. Read the writing task below. Based on the task, answer the questions by rearranging the words to form correct sentences. **Drag and drop the words** into the correct boxes.

You are preparing for a special family occasion. Write an email inviting one of your relatives to the party.

In your invitation, you should:

- say what the invitation is for
- say when the party is
- say who is coming (35 - 45 words)

1. What do you have to write?

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2. Who will read it?

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3. Why are you writing?

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to	a	writing	of	family	invite		

C. Read the **example email**. Identify the **abbreviations**. Write the abbreviations in the spaces provided.

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- _____
- _____

