6.7 Writing

An email about travel arrangements

1 Read the email and answer the questions.

1 What time does the plane leave?

_____

2 Where will they sleep on the first night?

_____

3 How will they travel to Krakow?

_____

Hey Sammy,

1 I just wanted to let you know about the plan.

2 The plane leaves at 10 a.m. My dad will drive us to the terminal. While we wait we can have breakfast, so you don't have to eat before you come. Don't forget your passport!

3 When we arrive in Warsaw, we'll be tired, so I think we should stop there overnight. I've found a great hostel where we can stay. I'll send you the link. Let me know what you think. The next day we can go sightseeing. Then we could catch a train to Krakow in the evening. I've asked my Polish friend to meet us at the station. As soon as she replies, I'll let you know.

4 Let's talk later.

5 Bye for now,
Lucy

2 Read the email again. Match paragraphs 1–5 with topics a–e below.

a ☐ Ending your email
b ☐ Explaining arrangements
c ☐ Saying why you are writing
d ☐ Before you finish
e ☐ Making suggestions about the route

3 Complete the sentences with the words below.

could know later let now overnight will

1 I just wanted to *let* you know about the plan.
2 My dad _____ drive us to the station.
3 I think we should stop in London _____.
4 Let me _____ what you think.
5 We _____ catch a bus to Paris.
6 Let's talk _____.
7 Bye for _____.

4 Match the sentence halves.

1 *d* Here's a quick note
2 ☐ We're meeting at the station
3 ☐ It might be better to
4 ☐ See
5 ☐ Speak

a at 6 p.m.
b you soon.
c soon.
d ~~to tell you about the plan.~~
e take the bus.



5 Choose the correct option.

1 I'll give you your ticket *after* / (*when*) you arrive.
2 I'll call you *until* / *as soon as* I get back from my holiday.
3 *When* / *After* I see Paul, I'll ask him about his trip to China.
4 We'll tell someone where we're going *until* / *before* we go walking in the mountains.
5 Don't worry, we won't leave for the airport *until* / *as soon as* you get here.
6 We can go away *after* / *until* I finish all my exams.
7 I'll let you know *when* / *until* I find my passport.

WRITING TIME

6 You are going on a backpacking trip with a friend. Write an email about the travel arrangements.

1 **Find ideas**
Make notes about:
- the time and place to meet.
- what to take with you.
- the route to take.

2 **Plan and write**
- Organise your ideas into paragraphs. Use Lucy's email to help you.
- Write a draft email.

3 **Check**
- Check language: did you use future time clauses correctly?
- Check grammar: did you use modal verbs correctly?
- Write the final version of your email.

I can write an email about travel arrangements. SB p. 86

LIVEWORKSHEETS