

WRITING

An informal e-mail

Each informal e-mail that you write should include the following parts:

To: e-mail address of the recipient

From: your e-mail address

Subject: topic of the e-mail

Introduction: reason for writing

Body: main information of the e-mail

Closing: Take care, Love, etc

1. Read the e-mail. Fill in the missing parts.

Community service

Keep in touch!

dsanders@hop.com

George

Sorry I haven't written in a while, but I've been extremely busy.

From: torresg@somemail.com

To:

Subject:

Hey Daniella,

I'm doing my community service at school. Every weekend, I work with children in a very poor area of the city. It's a one-hour drive from my house! Some of the kids were difficult at first, but now we get along well. They really like sports, especially soccer, but we also play volleyball and basketball. Last weekend we organized a soccer competition. The first prize was a trip to the movies on Sunday afternoon. We bought each kid a box of popcorn and a soda. Once, we baked cookies, took pictures of the whole process and published some of them in a local newspaper. Working with kids can be hard work, but I really enjoy it.

2. Read the e-mail again. Write True or False

- a) This is an article from a newspaper.
- b) George had to ride his bike for an hour to get to work.
- c) They organized a soccer competition.
- d) One time they baked cookies and took pictures of the whole process.
- e) The kids really like sports.

3. Choose one of the tasks below. Write the e-mail on a separate sheet of paper.

To: all your friends

Subject: Run for charity

1

You want your friends to be your sponsors for an 8-km run. The idea is to raise money for the Children's Hospital. Tell your friends about the run and ask them for support. You need an answer by next week!

To: Sandra Atkins

Subject: Peace Concert

2

Your friend invited you to a concert on June 4th. Lots of groups are participating and the money from the tickets will help promote a peace campaign. You can't go because you have an exam on the same day. Thank Sandra and explain why you can't go.