

UNIT 1: FAMILY TIES

WRITING PART 2: AN EMAIL

Answer all the questions in Section A, B and C. These exercises are the continuation from Writing Part 1 on 28.02.2021.

A. Read the example email again. Then tick (/) or cross (x) the things Rashida has included.

1. a greeting

☐ /☐ x

2. the reason for the party

☐ /☐ x

3. the time the party starts

☐ /☐ x

4. the date of the party

☐ /☐ x

5. details about the food

☐ /☐ x

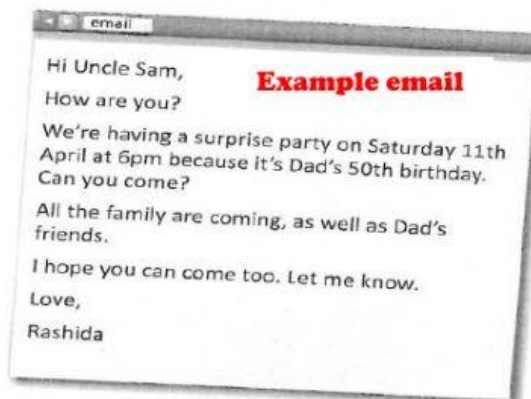
6. told the reader to keep a secret

☐ /☐ x

7. asked the reader to reply to the invitation

☐ /☐ x

8. informal expressions

☐ /☐ x

B. Match the items to make a plan. Join them with arrows.

1. Greeting

a. Give the reason why you are writing.

2. Paragraph 1

b. Love, Rashida

3. Paragraph 2

c. Ask the reader to reply to your invitation.

4. Paragraph 3

d. Ask about the reader.

5. Paragraph 4

e. Hi Uncle Sam,

6. Signing off

f. Give more details about the party.

C. Exam Task

You have done very well at school this year. Your parents want to have a party for you to celebrate the end of the school year.

Write an email to a friend to invite them to the party. In your email you should:

- tell your friend why you are emailing
- give information about the party (time, place, date)
- ask your friend to reply (35 – 45 words)

Drag and drop the words to complete the email.

To:	lim@gmail.com
From:	aimi@yahoo.com
Subject:	End of the _____ (1) Year _____ (2)
	Hi _____ (3), _____ (4) are you? We are _____ (5) a party at our _____ (6) to celebrate the _____ (7) of the school year. It's on _____ (8), 11th August, _____ (9) pm. I have _____ (10) a lot of people from our _____ (11), including Lucy, Sarah and _____ (12). Please do _____! (13) I am looking forward to your _____ (14). Kindly respond by 8th _____ (15). Your friend, _____ (16)

Saturday

end

6

class

having

July

come

How

School

invited

Lim

Party

Aimi

house

Hazim

reply