Model Question 1 **To suggest**

You received an email from your sister, Sally.

Hi,

Mum's birthday is next month. Let's plan something special for her. What shall we do? Whom shall we invite and what food should we prepare?

I'll be waiting for your reply.

Bye!

Now, write an email to your sister in **about 80 words**.

Model Answer

To:	sally@teenmail.com
Subject:	Mum's birthday

Hi Sally,

A surprise birthday party would be great. Mum loves celebrating special occasions with family so we will invite our **immediate family** members. We can have Mum's favourite food including buttermilk grilled chicken sandwiches, watermelon salad and cornbread muffins. I will bake my delicious raspberry cheesecake for dessert. Dad can take Mum to Grandma's house while we get the food and decoration ready. So, it will **remain** a surprise.

Let me know what you think!
Tina

Vocabulary Builder

1 **immediate family**
– closest family unit such as parents, siblings and grandparents

2 **remain**
– stay, maintain

Model Question 2 **To recommend**

You received an email from your cousin, Johan who has just finished his exams.

Hi,

This has been a stressful week for me. So, I want to relax during the weekend. Where shall we go and what can we do there? How shall we go?

Write soon.

Bye!

Now, write an email to your cousin in **about 80 words**.

LIVEWORKSHEETS

Model Answer

To:	johan@bmail.com
Subject:	Relaxing weekend

Hello Johan,

I know just the right activity to recommend, you movie **buff**! Since you enjoy science fiction action movies, I think you will enjoy watching *Underwater*. It is playing at Forever Cinema at the mall. We can have lunch and then watch the movie at 3 p.m. After that, we can go bowling at the mall, too. I will come to your house at noon and then we can take a **leisurely** bus ride to the mall. What do you think?

Bye!
Adam

Vocabulary Builder

1 **buff**
– enthusiast

2 **leisurely**
– not hurrying

Model Question 3 **To express condolences, to make plans**

You received an email from your schoolmate, Karim.

Hi,

Roshan was involved in an accident this morning. He has broken his leg and has to be hospitalised. When shall we go and visit him? Who else should we inform and what should we bring along?

I'll be waiting for your reply.

Bye!

Now, write an email to your friend in **about 80 words**.

Model Answer

To:	karim@fastmail.com
Subject:	Hospital visit

Hi,

Oh, dear! I'm sorry to hear that. I hope he gets well soon! We should definitely go and visit him. How about tomorrow evening after our co-curricular activities? Alan and Ben are Roshan's best **mates**. So, we can ask them to join us. We can bring along some fruits like apples and grapes. Since he is a **bookworm**, we can bring along some books too, especially thrillers.

See you!
Mohan

Vocabulary Builder

1 **mates**
– friends

2 **bookworm**
– a person who loves to read

LIVEWORKSHEETS