Reading: a letter

1 **Read the letter, then order the information in sentences a–g.**

Dear students,

As you know, next Friday is the camping trip to the Northern Mountains for three days of walking and cooking outdoors. We're all looking forward to it.

I am writing to you in order to give you some important information about the trip. We will set off from the school car park at six o'clock on Friday morning, so please make sure you are at the gates by at least 5.45. That is a very early start, I know – set your alarms!

It will take two hours to drive to the Northern Mountains. Please bring some music to listen to on the journey, a book to read or a game of some type to play with your friends. You should also bring a bottle of water and something to eat, perhaps a sandwich, a piece of fruit and a packet of crisps.

As soon as we get to the campsite, we will put up our tents. The teachers are ready to help students with this. After that, we plan to spend the afternoon outside. There are ropes to swing on and a lake to dive into and swim in. Remember to bring your swimsuits! We are going to organise boat trips throughout the weekend. Students can take turns to sail the small boats.

All students will have special duties over the weekend. Some will make breakfast, others will collect wood. One group will make a big raft. The teachers will tell you on the first day who is in which group.

One final thing. The question students usually ask before the trip is, 'How many people will sleep in each tent?' I can answer that question now. The tents are very big and four students will sleep in each one.

If you would like further information about the trip, do not hesitate to call me in my office between 10 a.m. and 2 p.m., Monday to Friday.

Yours sincerely,

Elanur Berker.



a how long the trip is ☐

b where the students are going ☐

c how many students in a tent ☐

d things students need to bring ☐

e when to call the office ☐

f things students will do in the Northern Mountains ☐

g when the trip starts 1

LIVEWORKSHEETS

Writing

1 **Answer the questions about your country.**

1 Where are the best places to go camping? _____

2 What can you do in those places? _____

3 When will the weather be best in those places? _____

Help with Writing

When we write formal letters, we begin them with *Dear …* When a writer wants to be very formal, he or she can finish the letter with *Yours sincerely*.

2 **Imagine you are the principal of a school. You are going to write a letter telling students about a camping trip in your country. Plan the letter by making notes. Include:**

- When it is.
- Where it is.
- How long the trip is.
- Things students need to bring on the trip.
- Activities students will do on the trip.

3 **Now write your letter. Use the letter on the Reading page and your notes from Activity 2 to help you.**

LIVEWORKSHEETS