

## Task

Write an informal email to a new penfriend introducing and describing yourself, and telling them about your family, school and weekend activities. Write about 160 words.



## Prepare

6 Make notes to help you plan your email. Write key words next to each heading.

Age, hometown, country:..

Describe yourself and your family members:

### School day routine:

Subjects you're good/bad at:

### Weekend activities:

## 7 Use this paragraph plan in your email.

**Paragraph 1:** Your name, age, hometown, country

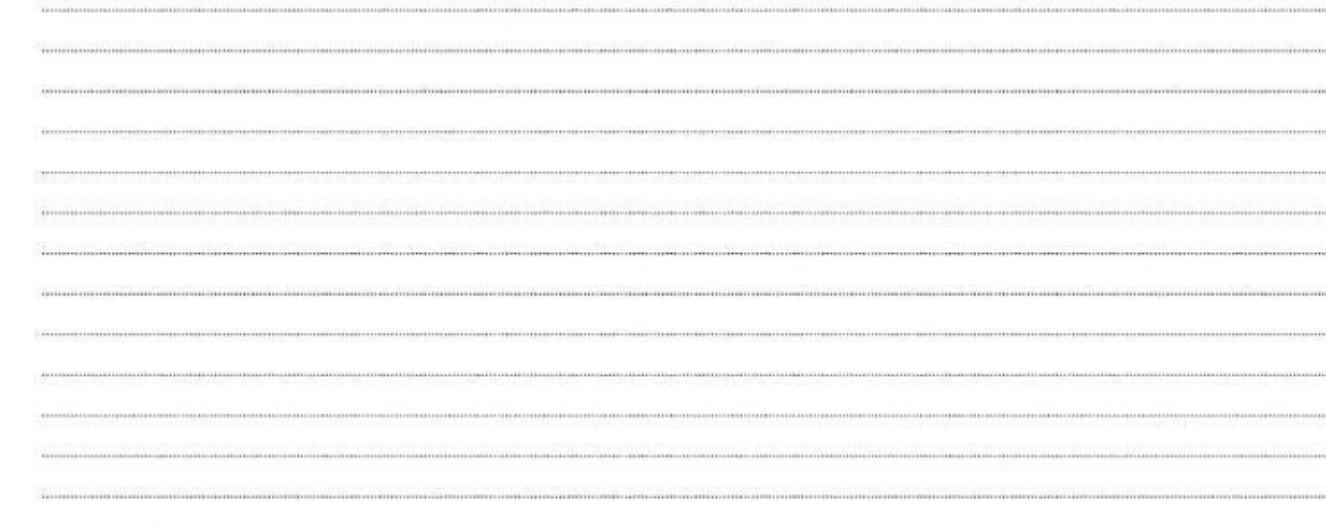
**Paragraph 2: A physical description of you and your family**

**Paragraph 3: Information about your school /**

school subjects you are good/bad at

Write

8 Write your email. Use your notes, the paragraph plan, the writing model on the opposite page and the Writing bank to help you.



Check

9 Read your email and complete this checklist.

- 1 My email includes all four points in the task.
- 2 It includes a greeting.
- 3 It contains contractions.

4 It contains exclamation marks.

5 It contains capital letters in the correct places.