

WRITING

An email to a host family



- 1 ★ Read the email quickly. Tick (✓) the information that Bedour wants to find out.

- 1 where Cardiff is ☐
- 2 what she will study on the course ☐
- 3 where she can find a place to stay ☐
- 4 when the course starts ☐
- 5 when the course finishes ☐
- 6 how to travel to Cardiff ☐



- 2 ★ Put a-e in the order they appear in Bedour's email (1-5).

- a ☐ goodbye
- b ☐ questions about the trip
- c ☒ greeting
- d ☐ reason for writing
- e ☐ thanks



- 3 ★★ Complete the email with the *Useful language* phrases.

- a Best wishes
- b Dear
- c Do you know
- d I'm writing to
- e thank you very much for

Home
Inbox
Sent
New

From: bedour2004@myemail.com
Subject: Summer course

¹ Dear Mr Hamilton,

I hope you're well. ² check some details of my visit to Cardiff this summer. I'm looking forward to starting the course and I hope I'm going to really improve my English!

As you may know, this is going to be my first time in the UK. Is it possible to ask some questions? I received your welcome pack which gives information about accommodation. Unfortunately, the places which were listed all look a long way from the centre of Cardiff.

³ if I could find somewhere closer? I'd prefer not to spend too much time travelling each day.

I'd also like to ask about the exact dates of the course. I know the course will be starting on 25 June, but do I have to arrive earlier? Could you also tell me when the course ends, exactly? I'm asking because it's important for me to book my flights.

Finally, ⁴ accepting me on this course. My family are all so happy for me!

⁵ ,

Bedour

Write your own email to a school abroad.

PLAN

- 4 ★★ Decide what you are going to study and where. Write questions to ask your course organiser about these things.

Your travel plans and when you arrive

Your accommodation

Your course content and timetable

- 5 Decide what information to include. Use the information in Exercise 2 to help you.

WRITE

- 6 ★★★ Write your email. Remember to include *be going to*, the present continuous, the future continuous and phrases from the *Useful language* box (see Student's Book, p113).

CHECK

- 7 Do you ...
- use a greeting at the beginning and say goodbye at the end?
 - say why you are writing?
 - say thank you?