

## WRITING

### An email to a host family



2

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



3

Complete the email with the *Useful language* phrases.

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

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



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

Home    Inbox    Sent    New   

From: bedour2004@mymail.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?

