WRITING

An informal email

1 ☆ Read Jack's email to his friend Ethan. Which two of the activities in the pictures (a–c) did he do?

a 

b 

c 

TO: Ethan@postit.co.uk
FROM: Jack@comunica.com
SUBJECT: News!

[1]Hi Ethan,

A [2]How are things? Are you enjoying life in Mexico? [3]I just wanted to get in contact because I haven't sent you an email for a long time. Sorry about that!

B I've been quite busy recently. I'm in the school play, and we've had lots of rehearsals after school. I've got a big part, so it hasn't been easy to learn all my lines! But I think I've finally managed to do it. I hope so, because the play's next week! Have you ever done any acting? Perhaps you can give me some advice!

C Last Saturday was my dad's 50th birthday, so he took us all out for a meal in a lovely restaurant in the country. All his brothers and sisters came, and everyone gave him a present. I gave him a Manchester United football scarf because he's a big fan. I think he liked it!

D So, that's my news. When are you coming back for Christmas?

[4]Bye for now!

[5]Take care,

Jack

2 ☆☆ Read the email again. Match the paragraphs (A–D) with the information (1–4).

1 Say goodbye ☐
2 Things Jack has done recently ☐
3 Things Jack did at a particular time ☐
4 Say hello and why you're writing ☐

3 ☆☆ Look at paragraphs B and C again. What tenses does Jack use to describe his actions? Why?

4 ☆☆ Match the underlined expressions in the email (1–5) with the expressions (a–e).

a Love, ☐
b I'm writing to ☐
c Hello ☐
d See you soon! ☐
e How are you? ☐

Write an email to a friend in England telling them what you've done recently.

PLAN

5 ☆☆ Make two lists.

1 **Things that I've done when the exact time is not important, or which are not finished** (present perfect)
I've played a lot of video games.

2 **Things that I did at a particular time** (past simple)
I played a great new video game last Tuesday.

WRITE

6 ☆☆☆ Write your email. Remember to include four paragraphs, your ideas from Exercise 5, vocabulary from this unit and phrases from the *Useful language* box (see Student's Book, p9).

CHECK

7 Do you …
- start and end the email correctly?
- give the reason why you are writing?
- use verbs in the correct tense?

LIVEWORKSHEETS

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