

4 Complete the sentences using phrases from the *Prepare to write* box.

- 1 It's very cold here in winter so it's _____ to visit in summer.
- 2 I know you love cycling, so _____ bring a helmet and gloves.
- 3 Thank you for your email. It's great _____ again.
- 4 We got together two years ago but I didn't see you last year, so I can't _____.
- 5 The weather changes all the time, so you _____ pack an umbrella and sunglasses!

5 Read the email from Sam. How many questions does he ask?

From: Sam Morris
Reply Forward

To:

Hi,

How are you? It's nearly the school holidays. I can't wait to travel to your country! I'll be at your house in three weeks!

What's the weather like at this time of year in your country?

What should I bring with me?

I'd love to give your family a gift for letting me stay. I'd like to bring something special from my country.

What would your family like?

See you soon,
Sam

Great —

Explain —

Suggest ... —

Tell Sam —



PREPARE TO WRITE

An informal email (2)

In replies to emails:

- start with a greeting: *How's it going?, How are you?, It's great to hear from you.*
- answer all of the questions you were asked
- to give advice, use: *You should / shouldn't ... , Remember to ... , It's a good idea to ...*
- end with a closing phrase: *I'm really looking forward to your visit / to meeting you / to seeing you, I can't wait to meet you / see you again.*

6 Write your email to Sam.



- Use the notes beside Sam's email.
- Use the tips in the *Prepare to write* box.
- Write about 100 words.
- Check your spelling and grammar.

WRITING

An informal email (2)

- 1 Read the email from Jamal. When is Max going to visit him? How many questions does he ask Zoe?

To: Zoe Anderson Reply Forward [Envelope icon]

From: Jamal Shahin

Hi Zoe,

My cousin Max is coming to stay with me this summer. I'm so excited!

I don't know what the weather will be like, so it's difficult to tell him what we're going to do! What type of activities do you think we should do together?

Should I take him to meet my friends?

Should we go to a museum in town?

I'm really happy he's coming to stay!

Write soon,

Jamal

- 1 When is Max going to visit him?

Max is going to visit him _____.

- 2 How many questions does he ask Zoe?

He asks _____.

Great! —

— Suggest some indoor and outdoor activities

— Yes, he'd like that!

Yes, suggest ... —

2 Read Zoe's reply to Jamal. Does she answer all of Jamal's questions?



3 Read Zoe's email again and put the ideas in order. Write the numbers 1-5.

- a advice for outdoor activities _____
- b excited to receive the message _____
- c advice for indoor activities _____
- d advice for a museum to visit _____
- e saying she's excited to meet Max _____

4 Complete the sentences with the correct word.

- 1 It's _____ to hear from you.
- 2 When the weather is bad, it's a good _____ to play video games.
- 3 You _____ go to the cinema to see a film.
- 4 I'm really looking _____ to hanging out with you.

5 Read the email from Juliette.



Things for playing sport

Tell Juliette what type of souvenir

Suggest ...

Me too. I can't wait!

6 Prepare to write an email. Read the task and tips. Then plan your ideas and make some notes. Compare your ideas with a partner.

Write your email to Juliette.

- Use all the notes on Juliette's email.
- Remember to answer all of the questions in the email.
- Write about 100 words.
- Remember to check your spelling and grammar.