

EMAIL

1. Questions to discuss:

Why do we send emails?

What's the difference between an email and a WhatsApp message?



2. Read the following email and answer the questions:

A screenshot of a Gmail 'Compose' window. The header bar at the top says 'New Message'. Below it are fields for 'To:' and 'Subject:'. The main body of the email contains the following text:

Hil
My name's Beth. I'm thirteen years old and I'm a student at Liberty High School in Brighton.
I'm really keen on sports! I love them, especially basketball and tennis. My favourite tennis player is Rafael Nadal and my favourite basketball player was Kobe Bryant. My friends love football, but I'm not interested in it because I'm terrible at playing football.
I'm also into music. I like listening to music, especially pop music. I love playing different instruments as well. I like the violin and the guitar and I'm really good at playing them!
What about you? Have you got any hobbies or interests? Please write and send a photo if you've got one.
Bye for now,
Beth

At the bottom of the window is a rich text editor toolbar with icons for undo, redo, font face (Sans Serif), font size (T), bold (B), italic (I), underline (U), text color (A), background color, bulleted list, numbered list, decrease indent, increase indent, quote, link, unlink, and insert. Below the toolbar is a blue 'Send' button and a row of icons for attachments, emojis, photos/videos, location, and drawing.

- A. Who wrote the email?
- B. Who is the email to?
- C. Is this email formal? How did you realize?
- D. How does Beth start the email? Can you find other ways to start an email?
- E. How does Beth close the email? Can you find other ways to close an email?
- F. Which paragraph introduces Beth?
- G. Which paragraphs are about Beth's interests?
- H. Which paragraph asks the reader questions?

3. Read the response to Beth and complete the email with the following expressions.

All my Love,
Hey
Hope to hear from you
soon!
Hope everything is okay
I'm glad to hear that
Sorry I haven't written
sooner
One last thing

New Message

To: _____

Subject: _____

_____ Beth!

_____ but I've been busy studying for my exams.

My name's Anne and I'm fifteen years old. I go to a High School in New York City.

_____ you like sports. I love them too! I'm good at playing baseball but I'm really bad at playing tennis. My friends love football too but I can't stand it! I like music but I'm not fan of it. I'm really into cine. I love watching movies at home and I also like going to the cinema.

_____, I would like to visit England next year so maybe I can visit you! Would you like to?

Anne

Sans Serif

Send