

Activity Name	“WRITING AN EMAIL TO A FRIEND” (WRITING)
Language	English
Level	INTERMEDIATE-ADVANCED (6 th to 9 th semester)
Objective	Determine the elements and their order in an email to a friend to be able to write another and answer some exercises.
Linguistic Competence to Develop	Writing Reading comprehension
Strategies	-Enumerate the elements in an email to a friend. -Identify the phrases to complete the sentences.
Activities	1. Read the email. 2. Match the two parts of sentences. 3. Put the parts of an email to a friend in the correct order.
Feedback	When you finish check your answers in the “Answer key”. You can keep the worksheet in your portfolio of evidence.

A. Read the email.

15:08

Cancel New Message Send

To: marco147@mail4me.uk

Subject: Hi :)

Hi Marco

Nice to meet you! My name's Sara and I'm fifteen. I live in London with my mum, my little brother Alfie and my dog, Cookie. We live in a small house in Greenwich. It's got three bedrooms and a small garden.

I live near my school so I walk to school every day. I like school and my favourite subjects are Maths and ICT. I want to work with computers when I leave school. What about you? What subjects do you like at school? I enjoy playing hockey and I'm in the school hockey team. Last week we won a match and I scored a goal!

My best friends are Jo and Steph and we're in the same class. Our teacher Mrs Jenkins is nice, but sometimes she gives us lots of homework :(After school I often go to a café with my friends. The café has got Wi-Fi so we can chat online and then usually we go home to do our homework.

At the weekend I sometimes play in hockey matches and I often go roller-skating in the park. I'm good at roller-skating because I can go very fast and sometimes I skate when I take my dog for a walk!

Write soon and tell me all about yourself, your friends and your family.

Best wishes

Sara

B. Match the two parts of sentences.

- a. to the café and use Wi-Fi.
- b. and dog, Cookie.
- c. to Marco.
- d. go roller-skating.
- e. and computers.
- f. with Joe and Steph.

- 1. Sara sent an email ... _____
- 2. Sara lives in London with her family ... _____
- 3. Sara likes studying math ... _____
- 4. Sara is close friends ... _____
- 5. After school Sara and her friends go ... _____
- 6. Sara likes to play hockey and ... _____

C. Put the parts of an email to a friend in the correct order.

Introduction and reason for writing - My name's Lucinda. Let me tell you a little about myself and my family. ...

Body of email - I go to my local high school. It's great because I've got loads of friends there and ...

Opening greeting - Hi Jo

Closing - Write back soon and tell me about your family.

Closing greeting - Best wishes

Your name - Lucinda

ANSWER KEY

B. Match the two parts of sentences.

1. Sara sent an email ... c
2. Sara lives in London with her family ... b
3. Sara likes studying math ... e
4. Sara is close friends ... f
5. After school Sara and her friends go ... a
6. Sara likes to play hockey and ... d

C. Put the parts of an email to a friend in the correct order.

Opening greeting - Hi Jo ✓

Introduction and reason for writing - My name's Lucinda. Let me tell you a little about myself and my family. ... ✓

Body of email - I go to my local high school. It's great because I've got loads of friends there and ... ✓

Closing - Write back soon and tell me about your family. ✓

Closing greeting - Best wishes ✓

Your name - Lucinda ✓

