

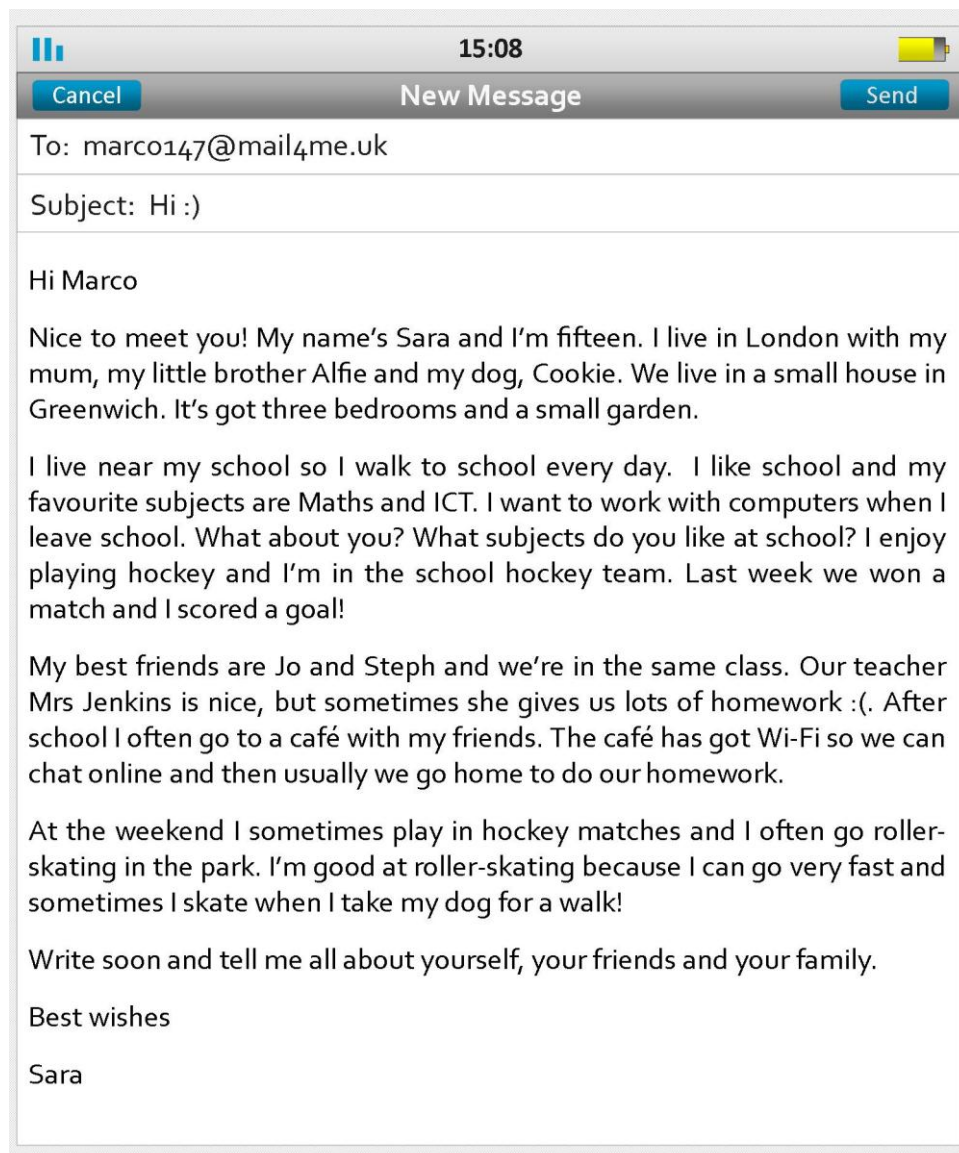
Writing skills practice: An email to a new friend – exercises

Look at the email and do the exercises to practise and improve your writing skills.

Preparation

Write a number (1-6) to put these parts of an email to a friend in order.

- Closing – *Write back soon and tell me about your family.*
- Your name – *Lucinda*
- Opening greeting - *Hi Jo*
- Body of email – *I go to my local high school. It's great because I've got loads of friends there and ...*
- Closing greeting – *Best wishes*
- Introduction and reason for writing – *My name's Lucinda. Let me tell you a little about myself and my family. ...*



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

1. Check your understanding: gap fill

Complete the sentences using the sentence ends in the box.

and computers	and dog, Cookie	go roller-skating
with Jo and Steph	to Marco	to the café and use the Wi-Fi

- Sara sent an email _____.
- Sara lives in London with her family _____.
- Sara likes studying maths _____.
- Sara is close friends _____.
- After school Sara and her friends go _____.
- Sara likes to play hockey and _____.

2. Check your writing: reordering – making sentences

Write a number in the brackets to put these words in the correct order. Then write the sentence below.

- name's () Sara () My () and () fifteen () I'm ()
.....
- school () are () subjects () Maths and ICT () I like () and () my favourite ()
.....
- when I () want to () I () school () computers () leave () work with ()
.....
- What () you () ? () subjects () do () like () at school ()
.....
- hockey () play () the () At () I sometimes () weekend ()
.....
- and () Write soon () yourself () me () tell () about ()
.....

Discussion

Do you have a penfriend who you write letters or emails to?
How often do you write?