

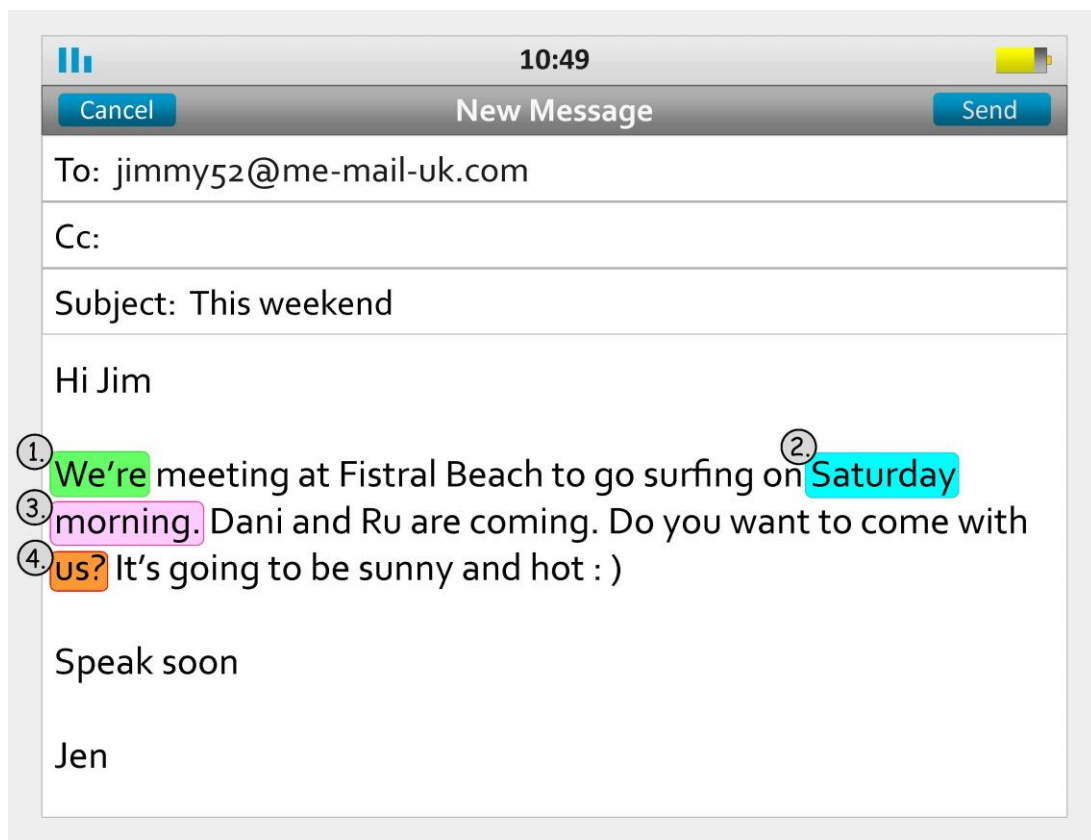
Look at the email and do the exercises to practise and improve your writing skills.

Preparation

Match the names of punctuation marks with symbols from the box.

!	?	.	,	A
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1. full stop _____
2. question mark _____
3. comma _____
4. capital letter _____
5. exclamation mark _____



10:49

Cancel New Message Send

To: jimmy52@me-mail-uk.com

Cc:

Subject: This weekend

Hi Jim

① We're meeting at Fistral Beach to go surfing on ② Saturday
 ③ morning. Dani and Ru are coming. Do you want to come with
 ④ us? It's going to be sunny and hot :)

Speak soon

Jen

Top Tips for writing

1. Start a sentence with a capital letter.
2. Use capital letters for days of the week.
3. Finish a sentence with a full stop.
4. Finish a question with a question mark.

1. Check your understanding: multiple choice

Write the best answer to complete the sentence.

1. _____ sent the email.

Jen
Jim

2. Jen is going surfing with her friends _____.

at the weekend
after school

3. They are meeting at _____.

the surf club
the beach

4. Jen thinks the weather will be _____.

bad
good

5. _____ other people are going surfing with Jen.

Two
Four

6. They are meeting _____ lunch.

before
after

2. Check your writing: error correction – punctuation

Rewrite this email and correct the punctuation errors.

1. hi jen **(2 mistakes)**

.....

2. that sounds great. what time are you meeting. do I need to bring anything. **(5 mistakes)**

.....

3. I'm going to get the bus what number is the bus to Fistral Beach. **(3 mistakes)**

.....

4. see you on saturday. **(2 mistakes)**

.....

Jim ☺

Discussion

What do you usually do when you meet up with your friends?