

Writing skills practice: Study date email – exercises

Look at the exam question and sample email and do the exercises to improve your writing skills.

Preparation

Fill the gaps with the correct verb from the box.

revise

play

come

watch

stay

1. _____ a film
2. _____ a game
3. _____ for an exam
4. _____ to my house and _____ for dinner

Exam question

You have a school exam next week. You want to invite your friend Sam to your house to study together. Write an email to Sam.

- Invite Sam to your house.
- Tell Sam **why** and **when to come**.
- Suggest **what you and Sam can do** after you finish studying.

Write about 50 words.

To: sam2000@school.co.uk
 Date: 15 June
 Subject: study date

Hi Sam,

Would you like to come to my house on Saturday afternoon? We could revise together for the maths exam next week. After that, we could play a game or watch a film. You can stay for dinner too.

What do you think?

See you soon!

Carla

Top Tips for writing

1. Start your email: Hi + name.
2. Use Would you like to + verb to make an invitation.
3. Use We could to make a suggestion.
4. Finish with See you soon and your name.

1. Check your understanding: true or false

Circle *True* or *False* for these sentences.

- | | | | |
|----|---|-------------|--------------|
| 1. | Carla wants to meet Sam on Saturday. | <i>True</i> | <i>False</i> |
| 2. | Carla wants to go to Sam's house. | <i>True</i> | <i>False</i> |
| 3. | Carla and Sam have a maths exam next week. | <i>True</i> | <i>False</i> |
| 4. | Carla suggests playing a game before they revise. | <i>True</i> | <i>False</i> |
| 5. | Carla invites Sam to stay for a meal. | <i>True</i> | <i>False</i> |

2. Check your writing: gap fill

Complete the sentences with a word from the box.

start

invite

friend

name

end

ideas

1. Use an informal style when you're writing to a _____.
2. Write 'Hi' and your friend's name to _____ the email.
3. Write 'Would you like to ...' to _____ someone to do something.
4. Use 'We could ...' to suggest _____ for things to do.
5. Use 'See you soon' at the _____ of the email.
6. To finish the email write your _____.

3. Check your writing: gap fill

Write words to fill the gaps and complete the email.

¹ _____ Pete,

Would you ² _____ to come to my house tomorrow? We ³ _____ play computer games and ⁴ _____ the new James Bond film. You could ⁵ _____ for dinner. My mum will take you home later.

See you ⁶ _____!

Carla

Discussion

Do you like studying alone or studying with a friend?