

## An email

*I can write an informal email.*

## Preparation

- 1 Complete phrases 1–8 with the words below.

for from of soon things to (x2) wishes

- 1 Give my love \_\_\_\_\_ your parents.
- 2 Thanks \_\_\_\_\_ your email.
- 3 That's all \_\_\_\_\_ me.
- 4 Best \_\_\_\_\_,
- 5 How are \_\_\_\_\_?
- 6 Lots \_\_\_\_\_ love,
- 7 Say 'Hi' \_\_\_\_\_ your sister.
- 8 I hope to see you \_\_\_\_\_.

## Writing Strategy

There are certain expressions that are used to begin and end an informal email, like *Dear ...* and *Best wishes ...* But emails usually include a few other 'social phrases' near the beginning and end. These make the email sound more natural and friendly.

- 2 Read the Writing Strategy. Then choose three phrases from exercise 1 to complete the email below. (More than one answer is possible.)

To: james@email.com

Hi James,

1 \_\_\_\_\_ I hope you and your family are well. What are you doing at the moment? I'm trying to finish my homework, **but / so** it's taking a long time!

How about meeting in town one day soon? I want to try the new café on Market Street because my mum says it's very good. We can go there after school **because / or** meet for lunch one Saturday.

I'm going to Ava's barbecue next Saturday. Are you going too? It's at her house. I'm helping her with the preparations **because / so** I'm arriving early. I hope I see you there!

2 \_\_\_\_\_ I have to get my things ready for tomorrow morning. Please write soon!

3 \_\_\_\_\_

- 4 Complete the sentences with the correct linking word below. Sometimes more than one answer is possible. Write the word in the space provided.

- and because but or so
- 1 I'm tired \_\_\_\_\_ I want to go to bed.
  - 2 I'd like to go out this evening, \_\_\_\_\_ I can't.
  - 3 I can speak French \_\_\_\_\_ my mum's from France.
  - 4 Let's go to the newsagent's \_\_\_\_\_ buy a newspaper.
  - 5 Do you want to eat at home \_\_\_\_\_ go to a restaurant?
  - 6 My name's Lisa \_\_\_\_\_ I'm your new pen pal.

- 5 Read the task. In what order does Holly cover the three points in exercise 2? Number them 1–3.

Write an email to your friend in which you:

- talk about a future arrangement.
- suggest an activity to do together.
- say what you are doing now.

## Writing Guide

- 6 Plan an email for the task in exercise 5. Make notes.

- 1 a future arrangement.
- \_\_\_\_\_

- 2 a suggestion for an activity.
- \_\_\_\_\_

- 3 your current activity.
- \_\_\_\_\_

- 7 Write an email following your plan from exercise 6. (You can choose a different order for points 1–3.) Include the phrases from exercise 1.

## CHECK YOUR WORK

Have you ...

- covered all three points in the task?
- used phrases from exercise 1?
- used linking words to join your ideas?
- checked your spelling and grammar?

## 3

## Review Unit 3

## Grammar

- 7 Complete the dialogue with the correct present continuous form of the verbs in brackets.

**Ben** Hi, Eddie. What <sup>1</sup> \_\_\_\_\_? (you / do)

**Eddie** Hi, Ben. I <sup>2</sup> \_\_\_\_\_ (study) geography.

**Ben** Me, too. What's that noise?  
<sup>3</sup> \_\_\_\_\_ (your sister / listen) to music?

**Eddie** No, she <sup>4</sup> \_\_\_\_\_ (not listen) to music. She <sup>5</sup> \_\_\_\_\_ (play) the guitar.

**Ben** Oh. And I can hear voices. Is that your parents talking?

**Eddie** No, it's the TV. My parents <sup>6</sup> \_\_\_\_\_ (not talk). They <sup>7</sup> \_\_\_\_\_ (watch) a film.

**Ben** Your house is very noisy, Eddie.

**Eddie** Yes, I know. I <sup>8</sup> \_\_\_\_\_ (not learn) anything!

**Ben** Why don't you study at my house?

**Eddie** Good idea. I'm on my way!

Mark:  / 8

- 8 Complete the sentences with the present simple or present continuous form of the verbs below.

buy go not go out not like make not want not wear work

1 I \_\_\_\_\_ a skirt for the party, but it isn't finished.

2 I \_\_\_\_\_ this shop. It's expensive.

3 Tina usually \_\_\_\_\_ clothes shopping with her friends.

4 My sister's at the shopping centre. She \_\_\_\_\_ a dress for her friend's wedding.

5 Tony's cold. He \_\_\_\_\_ a coat.

6 My brother \_\_\_\_\_ to buy new trousers. He's happy with his old jeans.

# PRESENT CONTINUOUS

I'm going to the  
cinema on Friday.



● fixed plans

● appointments

● dates

Complete the gaps.

1. We \_\_\_\_\_ (fly) to Paris on Tuesday evening.
2. No, I \_\_\_\_\_ (go out) on Saturday. I'm staying at home.
3. Tim \_\_\_\_\_ (play) football at half past six tomorrow.
4. \_\_\_\_\_ (they / have) a meeting on Thursday? Yes, they \_\_\_\_\_.
5. \_\_\_\_\_ (Sue / go) on holidays in July? No, she \_\_\_\_\_.
6. My father \_\_\_\_\_ (see) a dentist on Friday afternoon.
7. What time \_\_\_\_\_ (Ben / have) lunch with Monica?
8. They \_\_\_\_\_ (book) the room next Monday.
9. I \_\_\_\_\_ (visit) my grandmother tomorrow morning.
10. \_\_\_\_\_ (meet) Samantha tonight?
11. Steve \_\_\_\_\_ (have) his birthday party next Saturday.
12. My Maths teacher \_\_\_\_\_ (get) married next week.
13. We \_\_\_\_\_ (fly) to London next week.
14. \_\_\_\_\_ (you / go) trekking this the weekend?
15. Claire \_\_\_\_\_ (watch) "The Witcher" tonight.
16. The kids \_\_\_\_\_ (go) to the library this afternoon.

