

World post day

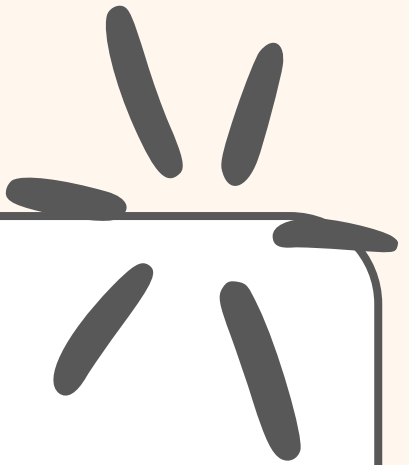
WRITING AN EMAIL OR LETTER

By Mr. Davoudi



UNDERSTANDING AN EMAIL OR LETTER

Example Email/Letter



Hi Aaron,

How are you?

I'm writing to invite you to my birthday party on Saturday. It's at my house at 5 pm. I hope you can come!

See you soon,

Lorna



UNDERSTANDING AN EMAIL OR LETTER

Read the text and discuss:

- **Who** is Lorna writing to?
- **Why** is she writing?
- **When** is the party?

Example Email/Letter

Hi Aaron,

How are you?

I'm writing to invite you to my birthday party on Saturday. It's at my house at 5 pm. I hope you can come!

See you soon,

Lorna



THE PARTS OF AN EMAIL OR LETTER

Example Email/Letter

Greeting

Hi Aaron,

Opening

How are you?

I'm writing to invite you to my birthday party on Saturday. It's at my house at 5 pm. I hope you can come!

Closing

See you soon,

Name

Lorna

Main message



USEFUL PHRASES: GREETING

Examples

- Hi Aaron,
- Hello Maria,

let



USEFUL PHRASES:

OPENING

Examples

- How are you?
- I hope you're well.
- I'm writing to [invite you to...]



USEFUL PHRASES: ENDING

Examples

- See you soon.
- Best wishes.
- Bye!





LET'S
PRACTICE

ORDER THE EMAIL/LETTER

Drag and drop the parts of an email or letter in the correct order.

See you soon.

Hi Leo,

I'm writing to invite you to the cinema.

Maria.

How are you?



FILL IN THE GAPS

Complete this email or letter with the words from the box.
Write the words in the gaps.

PARK
BIRTHDAY
SOON
SUNDAY
HI
HOPE

_____ John,

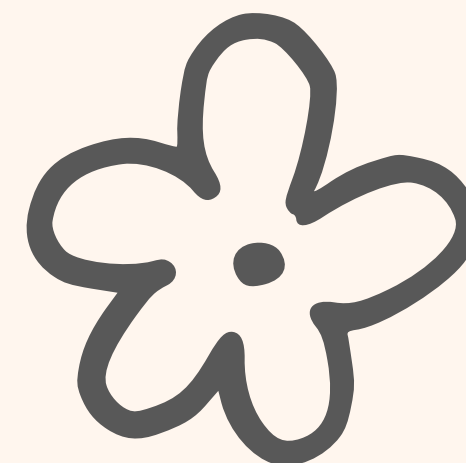
I _____ you're well.

I'm writing to invite you to my _____ party
on _____ at 3 pm at the _____. Bring
your bike!

See you _____,

Susie.





THNX!