

5.7 Writing

A personal email

I can write to someone and tell them news about school.

- Which of these topics would you not write about in an email to a friend about a new school?
 - the other students
 - activities you are doing
 - your favourite film
 - your news
 - school sports teams
- Read the email. Which topic does Jen not write about?

Hi Mark,

How are you? I hope you're fine and not too busy!

I'm getting on OK at my new school. It's great because everyone's very friendly. I don't know my way round the school yet. I get lost all the time, but someone always helps me find the right place. What else? The trials for the hockey team are next week. I'd love to be in the team, so I have to practise really hard. My other news is that I'm in a band! There are six of us in the band. I play the guitar (of course!) and it's great fun.

How about you? Are you still in the volleyball team? What are your plans for this weekend? Do you want to come and stay soon?

Write soon! I can't wait to hear all your news! I miss you all! 😊

Love,
Jen



- Read the email again. Match the parts of the email (A–E) with the descriptions (1–5).

- | | |
|---------------------------------|--------------------------|
| 1 asking about the other person | <input type="checkbox"/> |
| 2 giving your news | <input type="checkbox"/> |
| 3 signing off | <input type="checkbox"/> |
| 4 greeting | <input type="checkbox"/> |
| 5 asking how someone is | <input type="checkbox"/> |

- Complete the WRITING FOCUS with the expressions in purple in the email.

WRITING FOCUS

A personal email

- Asking about someone

¹ *How are you?*/How are things?

I hope you're fine!/I hope you're not too busy!
How's everyone?

- Giving your news

I'm getting on OK/fine/well.

What else?

I'd love to ...

² _____

- Asking about the other person

What are you up to?

³ _____

What are your plans for this weekend/
the holidays?

How's life?

What's your news?

- Signing off

Write soon!

⁴ _____

I hope to hear from you soon!

I miss you!/I miss you all!

- Complete the email with one word in each gap.

¹ Hi Sandy,

How are you? How's ² _____? I hope they're all well.

I'm ³ _____ on fine at school at the moment. We've got a new teacher for Maths.

What ⁴ _____? I won my swimming competition!

What are you ⁵ _____ to at the moment?

What's your ⁶ _____? Are you doing anything interesting?

I hope to ⁷ _____ from you soon.

I ⁸ _____ you all!

Bye for now,

Maddy