

WRITING



Cancel

New Message

Send

To: marco147@mail4me.uk

Subject: Hi :)

Hi Marco

Nice to meet you! My name's Sara and I'm fifteen. I live in London with my mum, my little brother Alfie and my dog, Cookie. We live in a small house in Greenwich. It's got three bedrooms and a small garden.

I live near my school so I walk to school every day. I like school and my favourite subjects are Maths and ICT. I want to work with computers when I leave school. What about you? What subjects do you like at school? I enjoy playing hockey and I'm in the school hockey team. Last week we won a match and I scored a goal!

My best friends are Jo and Steph and we're in the same class. Our teacher Mrs Jenkins is nice, but sometimes she gives us lots of homework :(. After school I often go to a café with my friends. The café has got Wi-Fi so we can chat online and then usually we go home to do our homework.

At the weekend I sometimes play in hockey matches and I often go roller-skating in the park. I'm good at roller-skating because I can go very fast and sometimes I skate when I take my dog for a walk!

Write soon and tell me all about yourself, your friends and your family.

Best wishes

Sara



- E-mail

- <http://learnenglishteens.britishcouncil.org/skills/writing-skills-practice/email-new-friend>

EXERCISE 1

You have a new penfriend called Alex. This is the end of Alex's last email to you:

Write back soon and tell me all about yourself! I'd love to hear about your school and your family too.

Best wishes

Alex

Write a reply email to Alex.



New message from Chris Stewart

Subject: Coming to Glasgow

Hi,

I'm really happy that we'll see each other next weekend! A friend of mine plays in a band and they're going to play a small concert on Friday evening. Would you like to go and see my friend playing with her group?

Great idea!

We need to decide what to do on Saturday. We could either take a trip down the River Clyde in a boat (I'm sure you'd love the beautiful scenery) or we could go and see a football match. Can you tell me which activity you'd rather do?

Tell Chris.

I wanted to ask your advice about something. I've just started to learn Italian but I only have one hour of lessons every week. Can you give me some advice on how to improve my Italian as quickly as possible?

Give some advice.

Just one final thing. You told me in your last message that you have a new skateboard. Could you bring it with you to Scotland? I'd love to have a go on it.

Not possible. Say why.

All the best,

Chris

- Informal mail 1

- <http://learnenglishteens.britishcouncil.org/skills/writing-skills-practice/informal-email>



To: Chris Stewart
Subject: Re: Coming to Glasgow

Hi Chris,

Thanks for your email. It's great to hear from you. I can't wait to come and visit!

So, about Friday ... I'd love to see your friend's band! What kind of music do they play? I'm thinking of starting my own band so it'll be good to meet your friends and ask them about it.

On Saturday, I'd prefer to go on the boat trip on the river. I'm not really a football fan to be honest. The boat trip sounds much more chilled out!

So, you're learning Italian? I'm impressed! Why don't you try and find an Italian to practise speaking with? If you find someone who's learning English, you could do a language exchange. It's the best way to learn. You should try to read some books in Italian as well.

You asked about my skateboard. I'm sorry but I can't bring it with me to Scotland. I've got loads of stuff and it's too big to fit in my suitcase.

I'm really looking forward to seeing you!

Best wishes,

Sira

Top Tips for writing

1. Use formulaic expressions to start and finish your email.
2. Use *I'd prefer* + infinitive to say which option you want to do.
3. Use informal words and expressions.
4. Respond to your friend's email in a friendly, chatty style.
5. Use a variety of structures for giving advice.
6. Don't forget to respond to all the points in your friend's email.

▪ Informal mail 2



EXERCISE 2

Read the exam question and email from Jamie, and write your reply below.

Answer this question.
You are going to spend a weekend with your friend from London called Jamie Collins. Read the email you have just received from Jamie and the notes you've made. Write a reply to Jamie using **all** the notes (in red). You should write approximately 150 words.

Great idea!

Give some advice.

New message from Jamie

Subject: Coming to London

Hi,

I'm really looking forward to your visit next weekend. I've checked the forecast and the weather's going to be sunny and warm! So, I thought we could have a picnic in Regent's Park on Saturday afternoon. Would you like to do that?

I've been thinking about the Sunday too. One thing we could do is go shopping in the centre of town. Or, Chelsea are playing Arsenal if you fancy going to a football match. Let me know what you'd prefer to do.

I wanted to ask your advice about something. I've been spending quite a lot of money recently. Have you got any tips on how I can spend less and save a bit of money? I'd be really glad to hear your advice.

Just one last thing. You mentioned that you've got a new tablet computer. Could you bring it with you? I'm thinking of getting one and I'd love to try it out.

See you soon,

Jamie

Tell Jamie.

Not possible. Say why.



Dear Sabrina

Thanks for your letter and it was great to hear from you. You asked me to tell you about my favourite day of the week. Well, it's definitely Friday.

One reason I like Fridays is because I have my favourite subjects at school: PE and Chemistry. Chemistry's great because we do experiments in the Science lab and our teacher, Mr King, is so funny. In PE we usually play basketball, which is my favourite sport. I'm good at it because I'm quite tall. Our team usually wins.

We also have French on Fridays, which is actually my least favourite subject, but after that we have ICT which is much more interesting. At the moment I'm creating a webpage for our basketball team. After school I hang out with my friends, and then in the evening I play football at the sports centre. On Friday nights we sometimes go to someone's house for a party or to watch a DVD. We can relax a bit on Friday evenings because there's no school on Saturday.

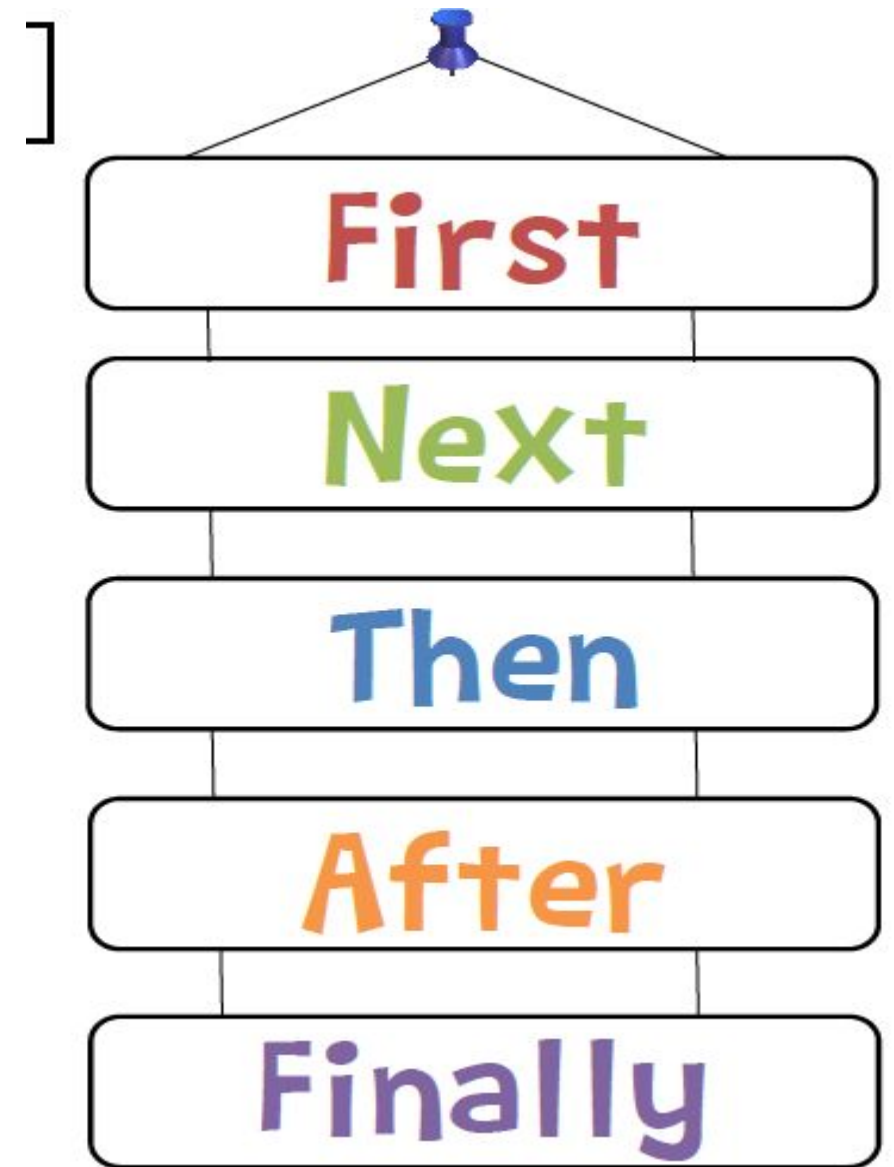
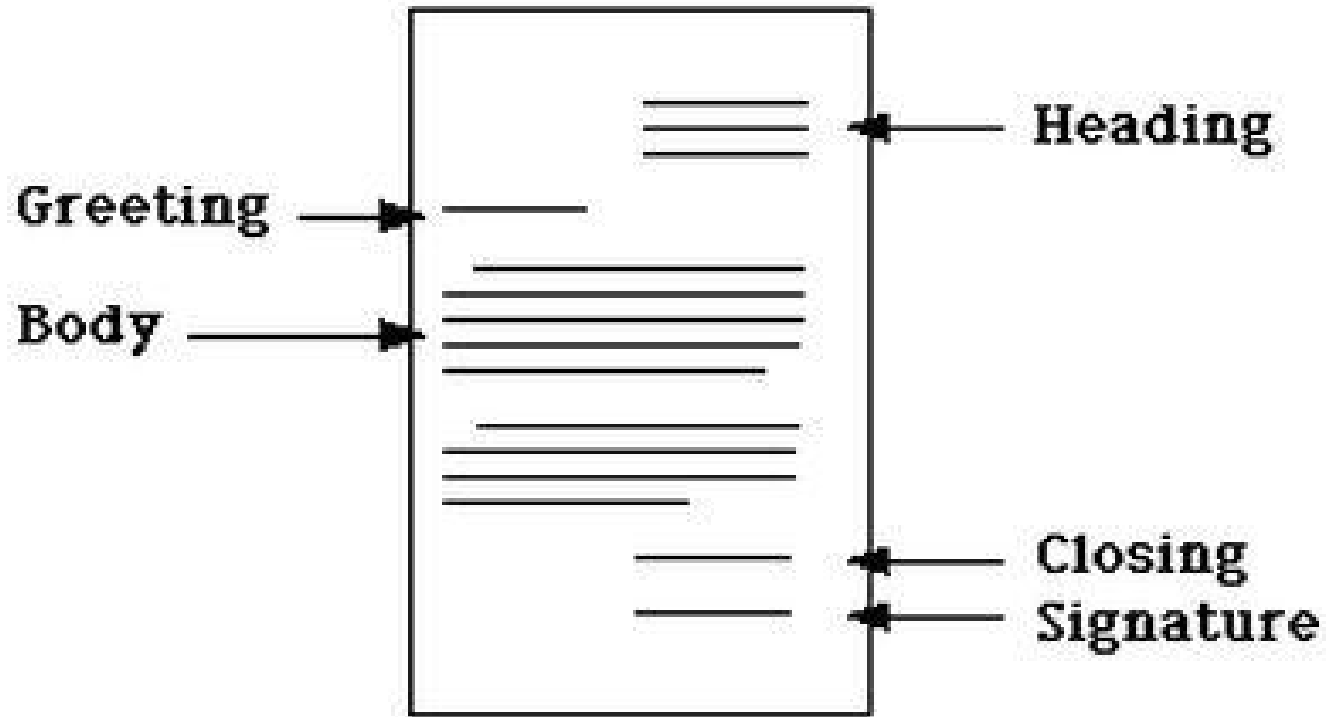
Tell me about your favourite day in your next letter. Hope to hear from you soon.

Love

Dani

- Informal letter

- <http://learnenglishteens.britishcouncil.org/skills/writing-skills-practice/letter-friend>



COMPARE & CONTRAST

Signal Words

COMPARE

same
the same as
similar
similarly
also
too
as well as
likewise
also
both

CONTRAST

but
however
while
on the other hand
different
difference
differently
like
although
even though



Compare and Contrast

When you
COMPARE

something, you are
telling how they are
similar or alike.

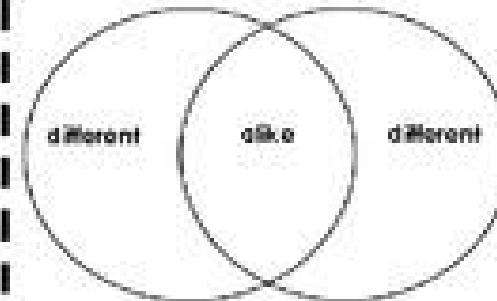


When you
CONTRAST

something, you are
telling how they are
different.

Compare Clue Words

like same
both too
similar alike
also as
as well as
most important
have in common



Contrast Clue Words

but yet
although unlike
while unless
instead other
whereas
on the other hand
even though



TIP n. two:

USE LINKING DEVICES

Such as: First of all

Remember!



Fauzia
Wilson

