

# Total English

Elementary

## Writing informal emails

- 1 Choose a city in your country or another city in the world that you have visited and really loved. Think of three words or phrases to describe it:
  - 1 \_\_\_\_\_
  - 2 \_\_\_\_\_
  - 3 \_\_\_\_\_
  
- 2 With the same city, think of the beautiful scenery in the city or tourist attractions in the city. Name three of these places:
  - 1 \_\_\_\_\_
  - 2 \_\_\_\_\_
  - 3 \_\_\_\_\_
  
- 3 Is there a good hotel to stay at? What facilities has it got? Swimming pool, restaurant....? Name three good facilities:
  - 1 \_\_\_\_\_
  - 2 \_\_\_\_\_
  - 3 \_\_\_\_\_
  
- 4 *Quick revision!* How do you start an email? How do you finish an email?  
Start: \_\_\_\_\_  
Finish: \_\_\_\_\_
  
- 5 a Imagine that you are in the city that you chose in Ex. 1. You want your best friend to come and visit you, so you write him/her an email to tell him/her what a lovely place it is, what great things there are to do and a good hotel to stay in. Use your answers to Ex. 1-3 to help you.
  - b Read your partner's email. Would you like to visit their city?



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## TEACHER'S NOTES:

### *Writing informal emails*

**Aim:** to provide further practice of writing informal emails using target language from unit 5. This worksheet is designed to be used in conjunction with unit 5.3.

**Time:** 40 minutes

**Materials:** photocopies of the worksheet for each student.

- 1 Get students to call out as many great cities in the world/their country as they can think of. Write them on the board. Ask students why these are such great places to get them warmed up for the activity. Encourage them to use modifiers and new adjectives in their descriptions. You can encourage further vocabulary building by getting students to use monolingual dictionaries or a *Longman Activator Dictionary* to think of any extra words here.
- 2 Using the same city specified in Ex. 1, students think of the cities best places. Monitor carefully to check that students select three substantially different features.
- 3 Students provide further information about the features discussed in Ex. 2. They can revise vocabulary from unit 5.1 here as words such as private terrace, gym, shops might be useful.
- 4 Students recall the best ways to start and finish an email without using the Students' Book for help.

**Possible answers:**

Starting an email = Hi John/Susan etc

Finishing an email = I hope you can visit etc..., Best wishes

- 5 Emphasise that students have carefully planned their email through the processes of Ex. 1-3. They now need to write this within the framework of an email. Swapping with partners at the end creates interest, comparisons and also sharpens the students' eyes for spotting any errors!

