

## An email

### Example question

You have received an email from your English-speaking friend, Tim, who is planning to visit your country. Read Tim's email and the notes you have made. Then write an email to Tim, using **all** your notes.

From: [timt@seftl.br.com](mailto:timt@seftl.br.com)  
 Subject: My visit!

Hi,  
 Hope you are well. I'm emailing because I'm coming to your town next month! It's part of a school visit but I'm so excited.

It's part of a big trip round your country. We're staying for two weeks. Can you tell me what clothes to bring – do you think it'll be hot or cold? Also my mum is really excited and wants me to bring her something typical from your country. Do you think I should buy her something like jewellery or would it be better to buy her some typical food?

We'll be spending a lot of time travelling around but we are in your town for two days. What do you think is the best thing to see there? Also I really hope I can get to see you. Do you think this will be possible?

Take care,  
 Tim

tell him

say which and why

give details

suggest ...

## Useful informal language

### Openings and closings:

*Dear Tim,*  
*Tim, hi*  
*Thanks for your email.*  
*It was great to hear from you.*  
*I hope you are well.*

### To advise & suggest:

*Why don't you ...*  
*If I were you ...*  
*I recommend ...*  
*I suggest ...*  
*I think you should ...*  
*You could try ...*  
*You ought to ...*  
*It might be a good idea to ...*

### To request and give information:

*By the way, ...*  
*Let me tell you about ...*  
*Could you let me know ...*  
*I need to know ...*  
*Did I tell you that ...*

### Closings:

*Hope to hear from you soon.*  
*Thanks for everything.*  
*I have to go now.*  
*Write soon.*  
*Bye,*  
*Take care,*  
*Love,*  
*Best wishes,*  
*Yours,*

Write your **email**. You must use grammatically correct sentences with accurate spelling and punctuation in a style appropriate for the situation. Write your answer in 120–150 words.

### Example answer

New Message

Hi, Tim

Great to hear from you and so glad you're coming to my country!

If I were you I'd bring warm clothes, such as jumpers and jackets, as it's quite cold at the moment but you don't need a hat or scarf. You asked about something for your mum. We have lots of typical things but I suggest you get her some biscuits as these are special in our country and something that you cannot buy in other countries.

The best thing to see is the stadium. It is very famous and has just been built and you can go on a guided tour. Ask your teacher to take you!

Yes, I hope we can meet too. Tell me the exact dates you are here and then we could try meeting in one of the cafes in town to have a drink together.

Can't wait to see you!

Karin

use first names

use contractions

use informal punctuation such as exclamation marks

give reasons for what you say

use chatty, informal expressions

use a closing expression

### Exam help: Checking

Have you:

- organised your information in a logical order?
- included all the necessary information?
- used clear paragraphs?
- used a consistent style?
- used a variety of language?
- written the right number of words?