

Writing: Informal Letters and E-mails

1. Opening	<ul style="list-style-type: none"> ▪ To Tom, ▪ Hi Tom, ▪ Hello Tom,
2. Initial greetings	<ul style="list-style-type: none"> ▪ It was great to hear from you. ▪ I'm sorry that I haven't written for a long time.
3. Mention the letter you received	<ul style="list-style-type: none"> ▪ Thank-you for your letter/ e-mail/ postcard...I think it's wonderful that... ▪ In your letter, you asked me about <i>festivals in my country</i> well <i>we have many celebrations but the best one is...</i> ▪ <i>So, you are learning karate – that's great!</i>
4. Main part of the letter	<ul style="list-style-type: none"> ▪ Answer the question
5. Ending Say why you're ending the letter	<ul style="list-style-type: none"> ▪ I'd better go and <i>finish my homework</i> ▪ Anyway, I'd better get on with <i>studying</i>
Express hope for future contact	<ul style="list-style-type: none"> ▪ I can't wait to hear from you ▪ Look forward to seeing you <i>next week</i> ▪ Hope to hear from you soon ▪ Write soon
6. Closing statement	<ul style="list-style-type: none"> ▪ Love, ▪ Lots of love, ▪ From,

Homework

This is part of a letter you receive from an English pen friend.

...This week at school, we are doing a project on life in other countries. I wondered if you could tell me something about a particular festival or celebration in your country...

You are writing a letter to this pen-friend.
Write the letter in about 100 words.

Remember:

- Plan!
- Writing part 3 is worth 15% of the total marks.
- You should spend about 25 minutes on this task.
- You should write 100 words (about 3 paragraphs)
- It is more sensible to choose the letter than the story.
- The examiner will be marking:

Content: do you answer the question fully?

Vocabulary and Grammar: do you demonstrate your ability to use grammar and vocabulary?

Level of formality: is this something you would send to a friend? (Informal)

Organization: have you organized the message well?

Practice question:

This is part of a letter you receive from an English friend.

*I'm really enjoying my new karate classes which I have two evenings a week. Unfortunately I have a lot of homework and exams to prepare for at the moment. I need a lot of time to study but at the same time I don't want to stop going to karate.
What do you think I should do?*

- Write a letter, giving some advice about how your friend can continue going to karate and study for the exams.
- Write your letter in about **100 words** on your answer sheet.

Vocabulary:

CENTROS D2
FORMACIÓN Y ESTUDIOS

Plan:

- What do you think?
- Reason 1
- Reason 2

Letter: