

FACTUAL EMAIL: Fact Sheet



A task for writing a factual email can look like this:

This tells you about the **situation** you are in.

You really want to go on a school trip with your class but you need a teacher to go with you. So, you write an **email** to your English teacher, Mr. Peters, and ask him to come.



This tells you **why** you should write this text.

Look at this picture carefully. It can give you **ideas** about the trip.

This tells you **what** you should write.

Look at these **bullet points** closely. They tell you what you should write about.

In your **email** to Mr. Peters, you should:

- explain to Mr. Peters why you are writing
- describe where you want to go
- say why you want to go there

Write around **120–140** words.

This tells you **how many words** you should write.



Look at this model text. It shows you all the features of a factual email.

Greeting

Dear Mr. Peters,

Opening

I hope you are fine. **I am writing because our class wants to go on a school trip.**

About bullet point 1:
*Explain to Mr. Peters why
you are writing*

We would like to ask you to join us. We think that you are our best teacher and that the trip would be more fun with you there.

About bullet point 2:
Describe where you want to go

We want to go to the Science Museum in Greenfield next month. It is quite close to our school, and we can take the bus. The museum has many interesting things to see, **like robots and space models.**

About bullet point 3:
Say why you want to go there

We would love to go there because we all enjoy science, and it will help us learn more, for example **about how things work.** It would also be great to be outside the classroom.

Closing

I hope you can come with us!

Sign-off

Best wishes,
Susie

(128 words)



Write a **polite greeting**.

Tell the reader **why you are writing**.

Begin with a sentence that tells the readers what the **topic** of this paragraph is.

Give **extra information**.

Give **extra information**.

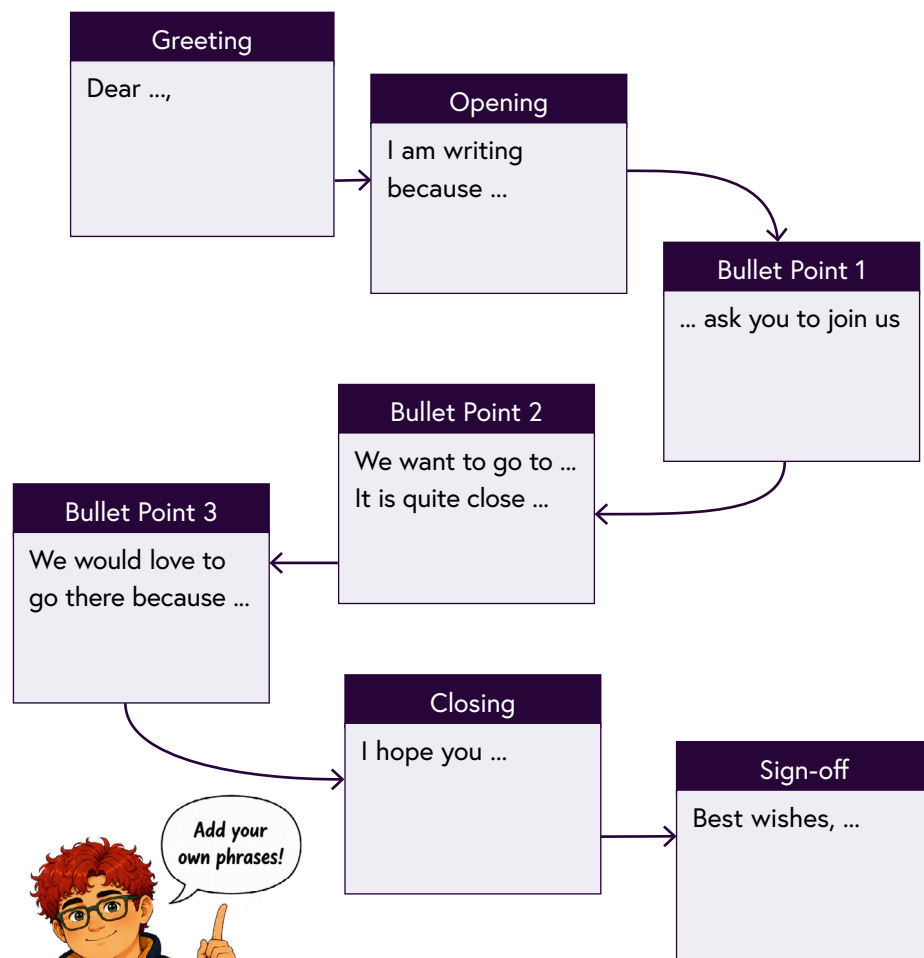
Repeat what you want or say what the person should do.

Write a **polite goodbye**.



FACTUAL EMAIL: Flowchart

Your factual email should include these parts:



FACTUAL EMAIL: Checklist



Use this checklist to see if your factual email includes everything.

Read these sentences. Have you done this? Then tick it off.



- | | |
|--|--------------------------|
| I wrote a polite greeting. | ☐ |
| I wrote an opening which says what my email is about. | ☐ |
| I wrote about all three bullet points. | ☐ |
| I wrote a new paragraph for each bullet point. | ☐ |
| I started each paragraph with a sentence which tells the reader what this part is about. | ☐ |
| I gave extra information for each bullet point. | ☐ |
| I said again at the end what I want or what the reader should do. | ☐ |
| I finished with a polite sign-off and wrote my name. | ☐ |
| I carefully checked my email for mistakes. | ☐ |

My notes: