

How to write a FACTUAL EMAIL



You write a factual email to a teacher or another adult to give clear information about something.



1 Read these sentences about factual emails. Some are wrong.

a. Tick (✓) TRUE or FALSE.

	TRUE	FALSE
I usually write a factual email to a friend.	☐	☐
In factual emails I have to be polite and friendly.	☐	☐
I can write the way I speak in a factual email.	☐	☐
I have to use clear language to give information.	☐	☐

b. Now correct the FALSE statements.

c. What else do you do when you write an email to your teacher or another adult? Write your ideas in the thought bubbles.



2

Read this writing task carefully. What should you do? Tick the correct statements.

- | | |
|--------------------------|--|
| ☐ | I should tell Mr. Peters that we need a teacher to go on a class trip with us. |
| ☐ | I should tell Mr. Peters why I like his lessons so much. |
| ☐ | I should give the reason for writing the email. |
| ☐ | I should give some details about the class trip. |
| ☐ | I should say why I enjoy class trips. |
| ☐ | I should tell Mr. Peters why the class wants to go on this trip. |
| ☐ | I should ask Mr. Peters to come with us on the trip. |

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.



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.



3 Read Andy's email to Mr. Peters.



a. Answer these questions.

What is Mr. Peters like as a teacher?
How does Andy describe him?

What do the students want to visit?

Where is the place?
How do they plan to get there?

What do they hope to learn about there?

1 Dear Mr. Peters,

2 I hope you are well. I am writing to tell you about an idea our class has for a special day out.

3 We would be very happy if you could join us on this trip. You are always patient and you explain things clearly in class. That is why we think the day would be more interesting with you there.

4 Our idea is to visit the City Art Gallery. It is in the town centre and we can get there easily by bus. The gallery has many colourful paintings and also some modern art, which would be great to see.

5 We would like to go there because we are learning about local art this term. It would be exciting to see real paintings and learn more about different local artists.

6 We hope you like our idea.

7 Best wishes,
Andy



Each part of the email does something different.

b. Write the numbers from the email (1–7) into the boxes before the description of each part.

	In this part Andy tells Mr. Peters why he is writing.
	In this part Andy repeats what he wants and finishes his email.
	In this part Andy gives details why the class wants Mr. Peters to come with them.
	In this part Andy greets Mr. Peters in a polite way.
	In this part Andy ends the email in a polite way.
	In this part Andy tells Mr. Peters where they want to go on the trip.
	In this part Andy explains why the class wants to go to this place.

c. Underline some polite phrases in Andy's email.

Dana wants to write an email to Mr. Peters, too, but she isn't sure what to write. Help her find the best text for each part and tick (✓) the box.



Greeting & Opening

- ☐ Hey Mr. Peters!
Guess what! We have a crazy idea for something fun.
- ☐ Dear Mr. Peters,
I hope you are well. I am writing because our class has an idea for a class trip.
- ☐ Hello Mr. Peters,
I am writing to explain our next class trip to you.

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

- ☐ We would like to ask if you could come with us. It would be great to spend the day together outside the classroom.
- ☐ You should come with us because we need someone to control the class.
- ☐ Maybe some teacher can come, we don't really mind who.

About bullet point 2: Describe where you want to go.

- ☐ Our plan is to go somewhere close to school and have long breaks.
- ☐ Our idea is to visit the local animal rescue centre. It is not far from our school, and we can get there by bus.
- ☐ We want to travel somewhere very far away, maybe by plane.

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

- ☐ The place is popular with tourists, so we want to go there, too.
- ☐ We want to go because it is better than having lessons all day.
- ☐ We would like to go there because many of us love animals. We could learn how people care for them and help protect them.

Closing & Sign-Off

- ☐ We hope you can join us on this trip.
Best regards,
Dana
- ☐ Okay that's everything for now.
See ya!
Dana
- ☐ Would be cool if you could come!
Bye for now!
Dana



5

Ronnie writes an email to Mr. Peters, but he doesn't know how to connect his sentences well. Can you help him?



a. Circle the best linking word to connect the sentences.

1	We would really like you to come with us.	because but so	You always make our trips interesting.
2	Our class wants to visit a radio station.	but so which	It has a modern recording studio.
3	The radio station also has a small studio.	for example where but	We can see how people record programmes.
4	The radio station is quite far from our school.	because so and	We will go there by train.
5	The guide will show us the microphones.	and because so	The guide will also show us the control room.
6	We will meet a presenter.	and who because	She works on the morning radio show.
7	We could learn many interesting things at the radio station.	but and for example	We could see how people record music and prepare the news.

b. Now write the sentences with the linking word. Be careful: After linking, some sentences change a bit!

1 We would really like you to come with us

2 Our class wants to visit a radio station

3 The radio station also has a small studio

4 The radio station is quite far from our school

5 The guide will show us the microphones

6 We will meet a presenter

7 We could learn many interesting things at the radio station

6

Maddie has some problems with writing politely. Help her make the sentences more polite. Use the sentence starters and complete the sentences.

There are some useful phrases to make sentences sound more polite. Remember them!

We want you to come with us.

We would like

Come to the radio station with our class.

Could you please

Let us know!

It would be great if

Say if you can come with us.

Maybe you could tell us if

Write back soon.

We would be happy if

7

Think back to what you've learned about writing a factual email. What are the three most important things you want to do when you write your own factual email?

My top three:

1

2

3



Use the **KEY** to check your answers.



WRITE YOUR OWN FACTUAL EMAIL

