

How to write a **FACTUAL EMAIL** – KEY



Check your answers. If you are not sure about an answer, ask your teacher.



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 (= höflich) and friendly.	☒	☐
I can write the way I speak.	☐	☒
I have to use clear language to explain things.	☒	☐

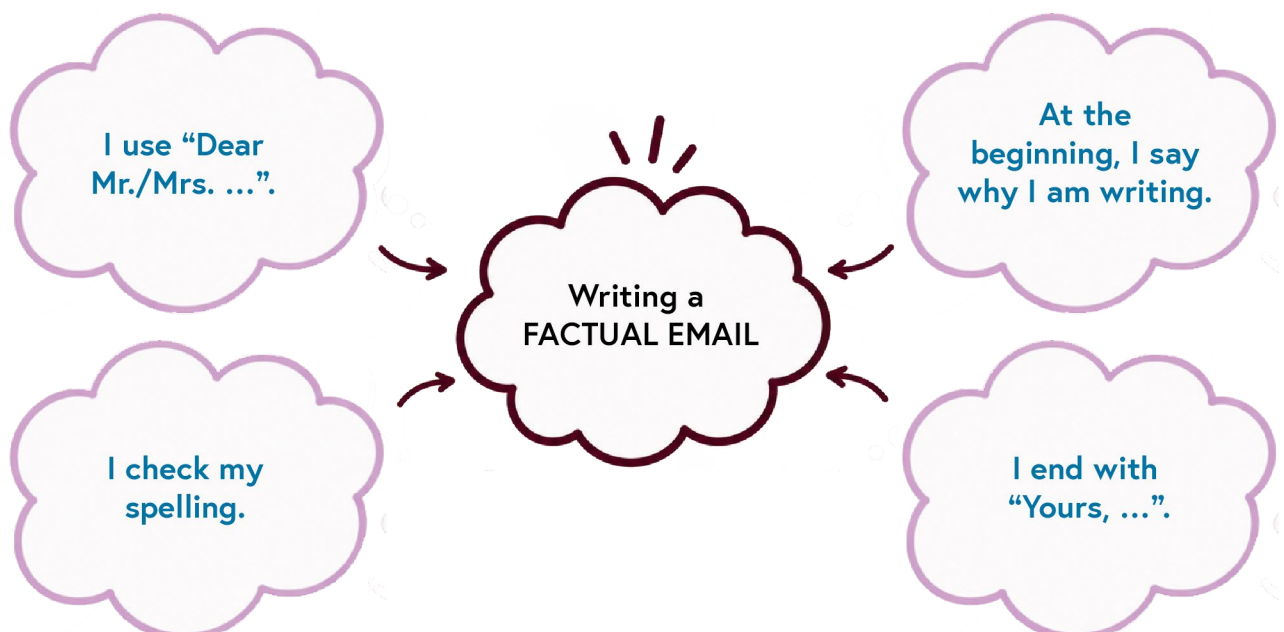
b. Now correct the FALSE statements.

I usually write a factual email to a teacher or an adult.

I can't write the way I speak.

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

These are some ideas:



2

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

- | | |
|-------------------------------------|--|
| ☒ | I should say why I am writing the email. |
| ☐ | I should tell Mr. Peters why I like his lessons so much. |
| ☒ | I should give some details about the class trip. |
| ☐ | I should say why I like class trips. |
| ☒ | I should say 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?	He is <u>always</u> kind and <u>explains things clearly</u> .
What do the students want to visit?	They want to visit the <u>City Art Gallery</u> .
Where is the place? How do they plan to get there?	It's in the <u>town centre</u> . They plan to get there <u>by bus</u> .
What do they hope to learn about there?	They hope to learn about <u>local art/local artists</u> .

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 an email has a job.

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

2	In this part Andy tells Mr. Peters why he is writing.
6	In this part Andy says again what he wants and finishes his email.
3	In this part Andy says why the class wants Mr. Peters to come with them.
1	In this part Andy greets Mr. Peters in a polite way.
7	In this part Andy ends the email in a polite way.
4	In this part Andy tells Mr. Peters where they want to go on the trip.
5	In this part Andy explains why the class wants to go to this place.



Dana also wants to write an email to Mr. Peters, but she doesn't know 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 you to 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 another teacher can come, we don't really care 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 hospital. It is not far from our school, and we can go 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 and full of tourists, so we want to go there.
- ☐ We want to go because it is better than having lessons all day.
- ☒ We would like to go there because we could learn how doctors help sick people.

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!
Dana

5

Ronnie writes an email to Mr. Peters, but he doesn't know how to connect his sentences. 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 zoo.	but so which	It has many big animals.
3	The zoo also has an area with small animals.	for example where but	We can touch some of the animals.
4	The zoo is very far from our school.	because so and	We will go there by train.
5	The guide will show us the lions.	and because so	The guide will also show us the monkeys.
6	We will meet a zookeeper.	and who because	She works with sick animals.
7	We could learn many interesting things at the zoo.	but which for example	We could learn how people feed and wash the animals.

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

because you always make our trips interesting.

2 Our class wants to visit a zoo

which has many big animals.

3 The zoo also has an area with small animals

where we can touch some of the animals.

4 The zoo is very far from our school

so we will go there by train.

5 The guide will show us the lions

and the monkeys.

6 We will meet a zookeeper

who works with sick animals.

7 We could learn many interesting things at the zoo,

for example, we could learn how people feed and wash the animals.



Linking words
(e.g. because, but)
connect ideas.



6

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



Some phrases help you sound polite.

We want you to come with us.

We would like **you to come with us.**

Come to the zoo with our class.

Could you please **come to the zoo with our class?**

Let us know!

It would be great if **you could let us know.**

Say if you can come with us.

Maybe you could tell us if **you can/could come with us?**

Write back soon.

We would be happy if **you could write back soon.**

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?

These are just some ideas:

My top three:

- 1 I'll try to use polite forms.
- 2 I'll use different linking words.
- 3 I'll use a polite closing and sign-off.



WRITE YOUR OWN FACTUAL EMAIL