

Write your own **FACTUAL EMAIL**



Check the **FACTUAL EMAIL Fact Sheet** & remember what you learned in **How to write a FACTUAL EMAIL.**



GET READY

- 1 Read this writing task carefully. What does it ask you to do?

Your class is going to work on a “Let’s make our school better!” project in English. Your English teacher has asked you to write an **email** with your first ideas.



In your **email** to your English teacher, you should:

- describe a problem at your school
- give ideas on how to make the situation better
- say how this change could help students

Write around **120–140** words.

2 Think about these questions. Write short notes.

How do you start your email to your English teacher? *Greeting and opening*

What’s a problem at your school you want to write about?

How can the situation be made better?

How could this change help students?

How do you end your email?
Please note: Don’t forget to write about what you want to do next or what your English teacher should do.



TIME TO WRITE

3 Write your email to your English teacher.

- Put the writing task next to you.
- Use your notes from Task 2.



TIME TO CHECK

4 Check your own email.

- Read your email again and use the checklist.
- Tick (✓) what you already did. Take notes of what you want to change.



What to check:	✓	What to change:
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 text for mistakes.	☐	

5 Use your notes from the checklist and make changes in your text.



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Check your classmate's email: Swap your text and this checklist with a classmate.

- Read their email carefully.
- Tick (✓) what they already did or give an idea of what to change.
- Mark their mistakes and add short comments in their digital document.



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

I think your email ...

- ☐ 😊 is great!
- ☐ 😐 is OK.
- ☐ 😞 needs more work.
- ☐ _____

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Return your classmate's email and this checklist.

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Use your classmate's feedback and make changes in your text.

