

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 again.

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.

2 Think about these questions. Write short notes.

How do you start your email to Mr. Peters? *Greeting and opening*

Why are you writing to Mr. Peters?

Where does your class want to go?
What do you want to do there?

Why do you want to go there?

How do you end your email to Mr. Peters? *Closing and sign-off*

TIME TO WRITE

3 Write your email to Mr. Peters.

- 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.

6 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 I 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.
- ☐ _____

7 Return your classmate's email and this checklist.

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

