

Write your own INFORMAL EMAIL



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



GET READY

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

You have just started a new activity or hobby. You want to tell your English friend Sam about this in an **email**.



In your **email** to Sam, you should:

- describe the new activity
- explain how you became interested in it
- say how your free time is different now

Write around **120–140** words.

- 2 Think about these questions. Write short notes.

How do you start your email to Sam?
Greeting and opening

Which new activity or hobby do you
want to tell Sam about?

How did you become interested in the
new activity or hobby?

How is your free time different now
because of the new activity or hobby?

How do you end your email to Sam?
Closing and sign-off



TIME TO WRITE

3 Write your email to Sam.

- 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 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 wrote a sentence to bring my email to an end.	☐	
I finished with a 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 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 wrote a sentence to bring your email to an end.	☐	
You finished with a sign-off and wrote your name.	☐	
I carefully checked your text for mistakes.	☐	

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.

