

Part 2. Letter-Email

Time: about 40 min

Number of words : 140-190

Type: Informal

### Email

You've received an email from a friend:

I'm really looking forward to your visit this summer. Can you tell me what places you would like to visit and the things you want to do? My mum also asks what you like to eat.

Write soon,

Ann

### Email - Plan

#### Introduction:

-Refer to the email you have received.

- Respond appropriately (express your own enthusiasm)

#### 2nd paragraph:

Refer to the question. Give your answer.

#### 3rd paragraph:

Refer to another question. Give your answer.

#### Closing

Ask for a reply. Send greetings.

Hi Ann,

Thanks for your last email. It was great to hear from you. I can't wait to / I'm also excited about....

You asked what places I want to visit and what things I want to do. Well, first of all I would really like.... Another place ....It would be great if we could...

As for the food, tell your mum.... However I would really like to try...

I can't wait to hear from you! / Write soon and tell me what you think about the places I have suggested visiting!/ Send my regards to your parents./ Say hi to your brother.

Lots of love, / Best Wishes, / Love

Niki

**Responding to what your friend has said.**

**Original email**

**Your email**

- What places would you like to visit?

.....  
.....

- I'm worried about my exams

.....  
.....

- I have a lot of homework to do

.....  
.....

- I can't wait to come and visit you

.....  
.....

- Could you tell me some things about your home town?

.....  
.....

- Could you help me with my school assignment?

.....  
.....

- I'm thinking of getting a pet

.....  
.....

### Reference

You asked if /what... you mentioned that.... Your letter says.... As for.... You said you...

### Advice

If I were you, I'd.....

I suggest you....

Why don't you....

You should...

It might be a good idea to....

The best thing to do is...

### Preference

I would prefer..... / I would like to .../ I would rather....

### Invitations

Why don't you come...

Would you like to come...

I'd like to invite you to.....

How about staying with me?

I'd love it if you could come to .....

### Requests

Could you....

Do you think you could...

It would be great if ....

Please send me....

### Description of a place / route

It takes two hours to get there from....

It is an hour's drive from .....

It is next to / right opposite the post office

Central Athens is 20 kilometres from my house

The beach is a 10-minute walk from the hotel

### Giving information

I've got lots of information to tell you about....

You wanted to know ....