

Developing students' writing skills

WRITING AN EMAIL TO A FRIEND

You're going to the UK; you're going to stay with an English family in London and study English at a school there.

Look at the list of things you need to do before you go.

Write an email to your friend. Tell him/her about your trip and preparations for it.

Buy a plane ticket ✓	Get a passport X
Write to the family you're going to stay with ✓	Get a letter from the language school saying that you're going to study English in that school X
Write to the language school and book a place there ✓	Buy some new clothes X
Buy a guide book for London ✓	Find out how to get from the airport to the English family X

✓ -YOU HAVE ALREADY DONE IT;

X - YOU HAVEN'T DONE IT YET

Follow this paragraph plan:

Greeting

Paragraph 1: start the email: ask your friend how he/she is; how long you two not talk together; ask what he/she do lately

Paragraph 2: tell him/her about your trip: where you go, why you go there, how you feel about the trip/stay; how long you prepare your trip

Paragraph 3: the preparations: look at the table

Paragraph 4: say you have to go now –you still not tidy up the garage; your dad just ask you to give him a hand; ask your friend for some information about something (your idea)

Sign off

This is one possible version of the letter:

Hi Kate,

How are you? I'm sorry I haven't written to you sooner. I can't believe it has been a month since we last talked. What have you been doing since then?

I've got some great news to tell you. You know I have always wanted to go to London. Well, guess what? I'm going to London → in two weeks to study English 📖 at the London School of English. I'm so excited and I can hardly believe that I'm going to spend two whole months there. That's why I've been busy for a month because I've been preparing things for the trip.

I've managed to do many things on my list but I still have a few important things to do. The most important thing I've done is that I've written to the language school and I've booked a place there. However, I haven't got the letter from them yet, but it should arrive any day now; I'm not worried. I've also written to the family I'm staying with; the Johnsons seem really nice and I look forward to meeting them. I've already bought the plane ticket. I'm flying with Ryanair from Zagreb to Gatwick airport at 8 am on 29 June. I haven't found out yet how to get from the airport to the Johnsons' house; I hope they will wait for me at the airport. But, I haven't got my passport yet; I'm getting worried but my mum thinks there's nothing to worry about. She's even given me some money to buy some new clothes, but I haven't had time to go shopping yet. I think I'll go shopping this weekend. One important thing I have bought is the guidebook and I've already read it – I've even made a list of things I HAVE TO see while I'm there; you know I love making lists!

Sorry, I should go now. I've just promised my dad I would give him a hand in the garage. We still haven't tidied it up. If we don't finish it today, mum will kill us both. ☺ I'd love to hear all about your two weeks in the tennis camp! Is there any special souvenir you want me to get you from London?

Write soon. ♥

Love,
Emily