

WRITING | An email

A How do you stay in touch with your friends and family when you are on vacation? Think of as many ways as you can.

B We often write emails to friends and family when we're on vacation. You are going to write an email to a friend. Read the email below. Then answer the questions that follow.

MODEL

GREETING

Hi Jake,

OPENING

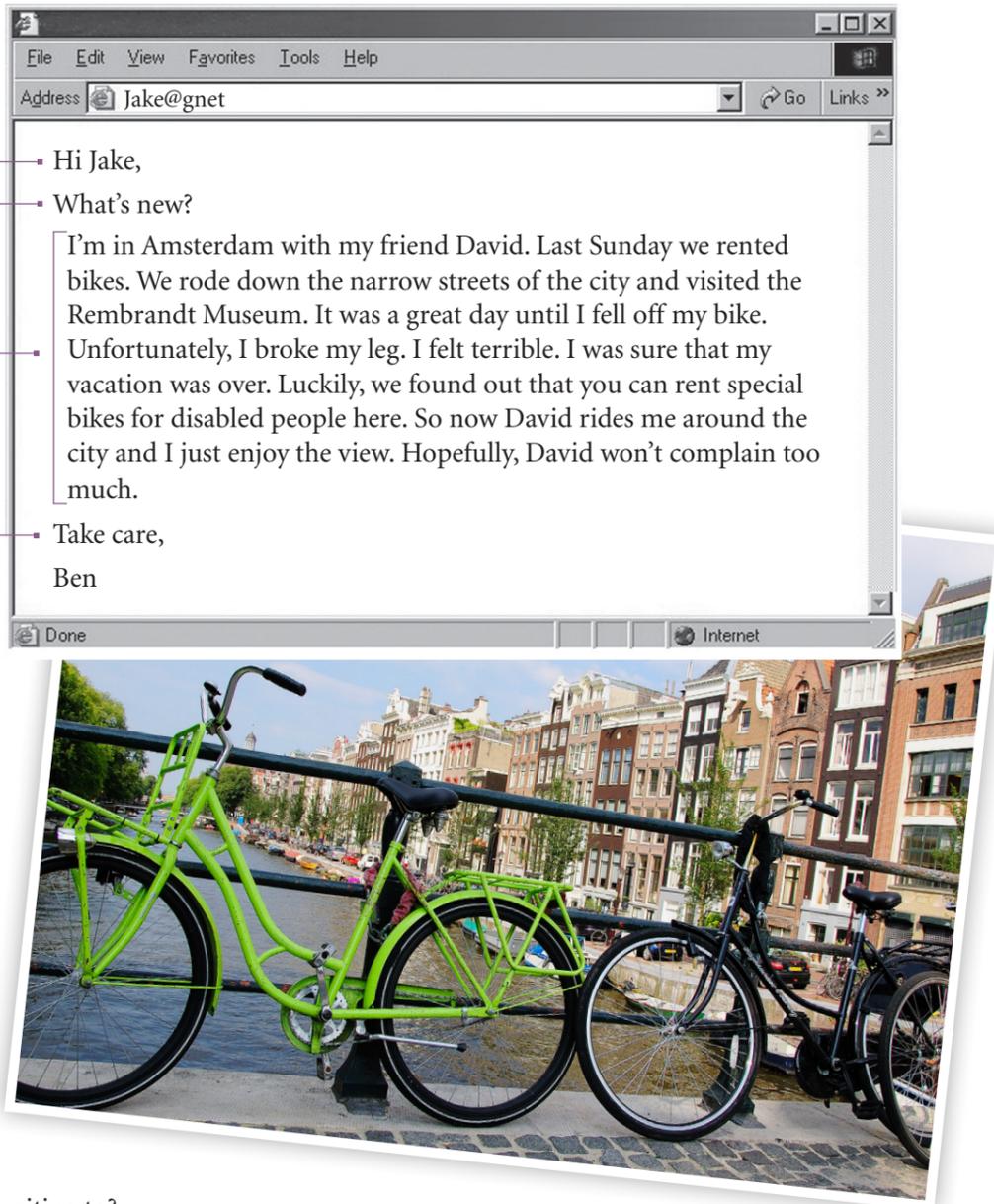
What's new?

BODY

I'm in Amsterdam with my friend David. Last Sunday we rented bikes. We rode down the narrow streets of the city and visited the Rembrandt Museum. It was a great day until I fell off my bike. Unfortunately, I broke my leg. I felt terrible. I was sure that my vacation was over. Luckily, we found out that you can rent special bikes for disabled people here. So now David rides me around the city and I just enjoy the view. Hopefully, David won't complain too much.

CLOSING

Take care,
Ben



1. Who is Ben writing to?
2. Who is Ben traveling with?
3. What was Ben's problem?
4. How was Ben's problem solved?

C Read the information below to help you write your email.

WRITING HELP

1. When we write an email, we include a greeting, an opening sentence or question, the body and a closing.
Last Sunday we rented bikes.
2. When we're on vacation and write an email, we usually mention special things that we did.
It was a great day until I fell off my bike.
3. We sometimes write about special experiences we had.
Unfortunately, I broke my leg.
4. We often use **adverbs** such as *unfortunately*, *luckily* and *hopefully* to express our opinion.

In Ben's email, find another sentence with an adverb that shows his opinion.

D Imagine you are on vacation and you would like to write an email to a friend. With a partner, ask and answer the following questions.

- Where are you?
- What did you do?
- What special experiences did you have?

E In your notebook, copy and complete the plan of the email you are going to write about a place you visited. Include ideas you spoke about with your partner and ideas of your own.

PLAN

Greeting

Opening

Body: Where you are

A place you visited

A special experience you had

Closing

TASK | Write an email to your friend about a place you visited.

Use the Model, Writing Help and Plan to help you.

Follow these steps:

1. Write five or more sentences about the place you discussed with your partner. Write 60-80 words. Use new words and expressions from Part 1 of the unit.
2. Use an adverb to express your opinion in at least one of the sentences.
3. Use the checklist on page 179 to edit your work.