

Writing skills practice: An informal email – email

Answer this question.

You are going to spend a weekend with your friend from Scotland called Chris Stewart. Read the email you have just received from Chris and the notes you've made. Write a reply to Chris using **all** the notes (in red). You should write approximately **150 words**.

New message from Chris Stewart

Subject: Coming to Glasgow

Hi,

I'm really happy that we'll see each other next weekend! A friend of mine plays in a band and they're going to play a small concert on Friday evening. Would you like to go and see my friend playing with her group?

We need to decide what to do on Saturday. We could either take a trip down the River Clyde in a boat (I'm sure you'd love the beautiful scenery) or we could go and see a football match. Can you tell me which activity you'd rather do?

I wanted to ask your advice about something. I've just started to learn Italian but I only have one hour of lessons every week. Can you give me some advice on how to improve my Italian as quickly as possible?

Just one final thing. You told me in your last message that you have a new skateboard. Could you bring it with you to Scotland? I'd love to have a go on it.

All the best,
Chris

Great idea!

Give some advice.

Tell Chris.

Not possible. Say why.

To: Chris Stewart
Subject: Re: Coming to Glasgow

Hi Chris,

Thanks for your email. It's great to hear from you. I can't wait to come and visit!

So, about Friday ... I'd love to see your friend's band! What kind of music do they play? I'm thinking of starting my own band so it'll be good to meet your friends and ask them about it.

On Saturday, I'd prefer to go on the boat trip on the river. I'm not really a football fan to be honest. The boat trip sounds much more chilled out!

So, you're learning Italian? I'm impressed! Why don't you try and find an Italian to practise speaking with? If you find someone who's learning English, you could do a language exchange. It's the best way to learn. You should try to read some books in Italian as well.

You asked about my skateboard. I'm sorry but I can't bring it with me to Scotland. I've got loads of stuff and it's too big to fit in my suitcase.

I'm really looking forward to seeing you!

Best wishes,

Sira

Top Tips for writing

1. Use formulaic expressions to start and finish your email.
2. Use 'I'd prefer' + infinitive to say which option you want to do.
3. Use informal words and expressions.
4. Respond to your friend's email in a friendly, chatty style.
5. Use a variety of structures for giving advice.
6. Don't forget to respond to all the points in your friend's email.