

Look at the exam question and letter and do the exercises to improve your writing skills.

Preparation

Match the phrases with the definitions and write a–e next to the numbers 1–5.

- | | |
|--------------------------------------|----------------------------------------------------------|
| 1..... let me know | a. collect someone from somewhere in your car |
| 2..... write a reply | b. tell me |
| 3..... pick somebody up | c. visit somebody and live in their house for a few days |
| 4..... hear from somebody | d. get a letter, email or message from somebody |
| 5..... come/go to stay with somebody | e. write a letter, email or message back to somebody |

Exam question

You are going to stay with your Aunt Jen next month. Read this letter from her about your visit. Write a reply and answer all Aunt Jen's questions.

Dear Sam,

Your Uncle Dave and I are so glad you're coming to stay with us next month. **How long can you stay for?** We can pick you up from the airport. **Let us know what day and time you're arriving.** We've got a beautiful park and beach near our home, and there are several museums too.

What would you like to do here?

See you soon,

Aunt Jen

Dear Aunt Jen,

Nice to hear from you. **I can stay for a week.** Thanks, **it would be great to see you at the airport.** I'm arriving on **10 April at 12:00.** I love water sports so **I would like to go swimming** and maybe visit a museum too.

Looking forward to seeing you next month.

Sam

Top Tips for writing

1. **Start your reply like this: Nice to hear from you.**
2. **Make sure you answer all the questions.**
3. **Use I'd love to / I'd like to / it would be great to (+ a verb) to say what you want to do in the future.**
4. **Finish by saying Looking forward to seeing you + 'next Saturday', 'next month', 'soon', etc.**

1. Check your understanding: multiple choice

Circle the correct option to complete these sentences.

1. In this exam question, you are **Sam / Aunt Jen** .
2. You need to write **an invitation letter / a reply letter to an invitation** .
3. You need to write to **Sam / Aunt Jen** .
4. Aunt Jen wants to know **how long the flight is / how long you can stay for** .
5. Aunt Jen also wants to know **when you're arriving / where the airport is** .
6. Aunt Jen also wants to know **what food you like to eat / what activities you'd like to do** .

2. Check your writing: multiple choice

Circle the correct option to complete these sentences.

1. I **am / will / would** like to go to the beach next month.
2. I'd like to **see / seeing / seen** the park too.
3. I'd love to **take / taking / taken** some photos in the park.
4. **I / I'd / It'd** love to visit a museum next month too.
5. It **is / would be / would like to** great to see you at the airport.
6. **I / We / It** would be great to go to the beach.

3. Check your writing: gap fill

Complete the letter with a phrase from the box.

it would be great to see you

Nice to hear from you

Looking forward to seeing you

I love

maybe

I'm arriving on

Dear

I would like to

¹ _____ Aunt Jen,

² _____. I can stay for a week. Thanks, ³ _____ at the airport.

⁴ _____ 10 April at 12:00. ⁵ _____ water sports so ⁶ _____ go swimming and ⁷ _____ visit a museum too.

⁸ _____ next month.

Sam

Discussion

Do you have family living in another country? Have you ever gone to stay with them?