

AN EMAIL

- 1 What sports and hobbies do you do? Why do you like them?
- 2 Read Jack's email. Answer the questions.

Hi Max,

I want to start a new sport this year. Tell me about your favourite sport. What is it? How often do you do it? Why do you like it?

Write soon,
Jack

- 1 Who is Jack writing to?
.....
- 2 What does Jack want to do?
.....
- 3 How many questions does Jack ask?
.....

- 3 Read Max's reply. Does he answer all of Jack's questions? What advice does he give Jack?

Hi Jack,

It's great that you want to do a new sport. I do lots of sports, but my favourite is tennis. I play twice a week, at the sports centre. I'm not very good, but I like it because it's fun. Why don't you come to the sports centre with me?

Bye,
Max

- 4 Look at the *Key Language for an email*. Find words in Max's reply to complete it.

KEY LANGUAGE FOR AN EMAIL

Beginning an email:

¹ Jack, Hello

Ending an email:

Love, ², See you soon, Write soon,

Responding to news:

I'm glad that ...

It's ³ that ...

I'm sorry that ...

Answering questions:

When? Yesterday, last week, six months ago

Where? in London / my town, at school / the sports centre

Why? because ...

How often? every day, once a week / ⁴ a week

How much? £10, £1.50

Giving advice:

You should ..., You could ..., Why ⁵ you ... ?

Contractions:

I am → I'm

it is → ⁶

What is ...? → What's ...?

- 5 We sometimes want to answer questions in an email. Choose the best answer for each question.



- 1 When did you buy your phone?
A I bought it online.
B I bought it last month.
- 2 Where do you usually meet your friends?
A I often meet them in the park.
B I usually meet them at the weekend.
- 3 How much were the tickets?
A There were four tickets.
B They were £20 each.
- 4 Why do you enjoy acting?
A I like acting, but I prefer singing.
B I like it because it's exciting to be in a play.
- 5 How often do you go shopping?
A I usually go shopping with my friends.
B I go shopping about once a month.

- 6 We sometimes want to respond to news in an email. Complete the sentences. You can use the words more than once.

glad great sorry

- 1 A: My phone broke yesterday.
B: I'm that your phone broke.
- 2 A: I want to learn the guitar.
B: It's that you want to learn the guitar.
- 3 A: Someone stole my bike last week.
B: I'm that someone stole your bike.
- 4 A: I really like my new skateboard.
B: I'm that you like your new skateboard.

7 We sometimes want to give advice in an email. Match each situation 1–4 with the advice A–D. Choose the correct words to complete each piece of advice.

- 1 I want to do more exercise.
 - 2 I lost my phone last week.
 - 3 I want to cook a meal for my friends.
 - 4 I need to earn some money.
- A *You should / Should you* look for a new one online.
B *You could / You can't* get a Saturday job.
C *Why don't you / Don't you* make pizzas?
D *You couldn't / You could* join a gym?

8 We often use contractions in an email, to make it more informal. Find one contraction you can write in each sentence.

- 1 I am learning to play the drums. *I'm*
- 2 I think it is fun.
- 3 I have got a new computer game.
- 4 We are very excited about the party.
- 5 He is very good at swimming.

9 Read the email from Tyler. You are going to write a reply. Use the notes to help you plan your reply.

- Use a phrase to start and end your email.
- Respond to Tyler's news.
- Answer all of Tyler's questions.
- Give Tyler some advice.



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Hello,

I'm bored, so I'm looking for a new hobby. What's your favourite hobby? When do you do it? Why do you like it?

Write soon,
Tyler

10 Write your reply to Tyler. Use your ideas from Exercise 9. Remember to use contractions to make your email informal.

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