

**AN INFORMAL EMAIL**

**1** Look at the photo. What are esports? Would you like to go to an esports event?



**2** Read the email that Jack receives from his friend Ben. Why is Ben excited?

1 Great

2 Yes

Hi Jack,

How are you? Guess what? You know I love esports? Well, I've got two tickets for a big esports competition next Saturday!

Would you like to go to the event with me?

We can choose which games to watch. I love watching sports games and fantasy games. Which do you prefer?

The event is at the big exhibition hall near the city centre. How do you think we should get there?

See you soon,  
Ben

3 Tell Jack

4 Suggest

**3** Look at the notes 1–4 that Jack has written on the email. Match them to the functions A–D below.

- A give information about your likes or dislikes
- B make a suggestion
- C accept an invitation
- D respond to news

**4** Read Jack's reply. Answer the questions.

- 1 Does Jack answer all Ben's questions?
- 2 Does he answer them in the same order as Ben's email?
- 3 How does he suggest travelling?

Hey Ben,

Thanks for your email. Wow! That's amazing news about the tickets!

I love esports too, so I'd love to come with you! I'm excited already!

I'm not keen on sports games, but I love watching fantasy games. It would be brilliant to see some really good players playing some of my favourite games.

Why don't we get the train to the exhibition hall? I think there's a station right next to the exhibition hall. We could meet at my house and walk to the station together.

See you soon!  
Jack

**5** Look at the *Key Language* for an informal email. Find words in Jack's email to complete it.

**KEY LANGUAGE FOR AN INFORMAL EMAIL**

**Informal phrases for beginning an email:**  
Hi Jack, <sup>1</sup> ..... Ben,

**Informal phrases for ending an email:**  
Love, Bye, <sup>2</sup> ..... soon,

**Responding to good news:**  
I'm glad that, It's great that, <sup>3</sup> ..... amazing news!  
Wow! How exciting! That sounds fun!

**Responding to an invitation:**  
I <sup>4</sup> ..... to come, I'm afraid I can't come,

**Making a suggestion:**  
You should ..., <sup>5</sup> ..... don't you / we ...? You / we could ..., I recommend ...

**Giving your opinion:**  
I <sup>6</sup> ....., For me, ...

**Short forms:**  
I'm, he's, you'll, etc.

**6** Choose the correct words to complete the sentences. Check your ideas in the *Key Language* box.

- 1 An esports event? Wow! *How* / *It's* exciting!
- 2 A gaming workshop *is sounds* / *sounds* fun!
- 3 I'm *afraid* / *regret* I can't come with you.
- 4 I'm / I think it will be amazing!

**7 Match the sentence halves to make suggestions.**

- |                |                             |
|----------------|-----------------------------|
| 1 We could     | A meet at nine thirty?      |
| 2 Why don't we | B should invite Harry, too. |
| 3 I recommend  | C get some food on the way. |
| 4 I think you  | D getting there early.      |

**8 We often use contractions in an informal email. Find one contraction you can write in each sentence.**

- Have got two tickets for a gaming exhibition.  
I've .....
- It is next Saturday afternoon.  
.....
- My dad says he will be able to take us in the car.  
.....
- I hope you are free to come with me.  
.....
- I am really excited!  
.....
- I have never been to a big exhibition like this before.  
.....

**9 Read the email from Libby. Then read notes 1–10. Cross out the three things you don't have to do in your reply.**



1 Great

2 Yes — say when

Hey Jo,

How are you? You know it was my birthday last weekend? Well, my uncle bought me a really cool new computer game. It's called *Greyland* and it's amazing fun.

Would you like to come to my house next weekend to play it with me?

My mum says she can order some pizzas or burgers for us. Which do you prefer?

It would be fun to ask someone else to come too! Who do you think we should invite?

Love,  
Libby

3 Tell Libby

4 Suggest

- Use an informal phrase to begin your email.
- Tell Libby about your birthday presents.
- Respond to Libby's news.
- Accept Libby's invitation.
- Tell Libby when you can come to her house.
- Offer to bring one of your games with you.
- Tell Libby if you would like pizzas or burgers.
- Suggest a different kind of food to eat.
- Suggest another friend to invite.
- Use an informal phrase to end your email.

**10 Write your reply to Libby. Use your notes from Exercise 9. Remember to use contractions.**

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