Look at the email and do the exercises to practise and improve your writing skills.

Preparation
Write a number (1-6) to put these parts of an email to a friend in order.

--------  Closing – Write back soon and tell me about your family.
--------  Your name – Lucinda
--------  Opening greeting - Hi Jo
--------  Body of email – I go to my local high school. It's great because I've got loads of friends there and ...
--------  Closing greeting – Best wishes
--------  Introduction and reason for writing – My name’s Lucinda. Let me tell you a little about myself and my family. ...

Hi Marco

Nice to meet you! My name’s Sara and I’m fifteen. I live in London with my mum, my little brother Alfie and my dog, Cookie. We live in a small house in Greenwich. It’s got three bedrooms and a small garden.

I live near my school so I walk to school every day. I like school and my favourite subjects are Maths and ICT. I want to work with computers when I leave school. What about you? What subjects do you like at school? I enjoy playing hockey and I’m in the school hockey team. Last week we won a match and I scored a goal!

My best friends are Jo and Steph and we’re in the same class. Our teacher Mrs Jenkins is nice, but sometimes she gives us lots of homework :(. After school I often go to a café with my friends. The café has got Wi-Fi so we can chat online and then usually we go home to do our homework.

At the weekend I sometimes play in hockey matches and I often go roller-skating in the park. I’m good at roller-skating because I can go very fast and sometimes I skate when I take my dog for a walk!

Write soon and tell me all about yourself, your friends and your family.

Best wishes

Sara
1. Check your understanding: gap fill
Complete the sentences using the sentence ends in the box.

<table>
<thead>
<tr>
<th>and computers</th>
<th>and dog, Cookie</th>
<th>go roller-skating</th>
</tr>
</thead>
<tbody>
<tr>
<td>with Jo and Steph</td>
<td>to Marco</td>
<td>to the café and use the Wi-Fi</td>
</tr>
</tbody>
</table>

1. Sara sent an email ________________________________.
2. Sara lives in London with her family ________________________________.
3. Sara likes studying maths ________________________________.
4. Sara is close friends ________________________________.
5. After school Sara and her friends go ________________________________.
6. Sara likes to play hockey and ________________________________.

2. Check your writing: reordering – making sentences
Write a number in the brackets to put these words in the correct order. Then write the sentence below.

1. name’s (__) Sara (__) My (__) and (__) fifteen (__) I’m (__) ………………………………………………………………………………………………………
2. school (__) are (__) subjects (__) Maths and ICT (__) I like (__) and (__) my favourite (__) ………………………………………………………………………………………………………
3. when I (__) want to (__) I (__) school (__) computers (__) leave (__) work with (__) ………………………………………………………………………………………………………
4. What (__) you (__) ? (__) subjects (__) do (__) like (__) at school (__) ………………………………………………………………………………………………………
5. hockey (__) play (__) the (__) At (__) I sometimes (__) weekend (__) ………………………………………………………………………………………………………
6. and (__) Write soon (__) yourself (__) me (__) tell (__) about (__) ………………………………………………………………………………………………………

Discussion
Do you have a penfriend who you write letters or emails to?
How often do you write?

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