Look at the two messages and do the exercises to improve your message writing skills.

## Preparation

Write the words in the correct order to make sentences. Start each sentence with a capital letter.

| 1. | you | where | are | $?$ |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 2. | home | at | are | $?$ | you |
| 3. | no, | school | at | . | I'm |
| 4. | train | ? arrive | what | does | the time |
| 5. | what's | bus | $?$ | the | number |
| 6. | see | I'll | oon |  | you |



## 1. Check your understanding: multiple choice

Circle the correct person to complete these sentences.

1. Akiko / Kim will take a bus.
2. Akiko / Kim is waiting.
3. Akiko / Kim is at the train station.
4. Akiko / Kim asks three questions.
5. Akiko / Kim is on the train.
6. Akiko / Kim is late.

## 2. Check your writing: ordering

Write numbers (1-5) to put the two emails in order.

## Email 1

| $\ldots \ldots . . . . .$. | See you soon |
| :--- | :--- |
| $\ldots \ldots \ldots . .$. | Hi Akiko |
| $\ldots \ldots \ldots . .$. | Where are you? I'm at the station waiting for you. |

............. Kim
Are you on the train? What time does it arrive? I'll wait for you here at the station.

## Email 2

| $\ldots \ldots \ldots \ldots .$. | I'm on the train, but it's late! |
| :--- | :--- |
| $\ldots \ldots \ldots \ldots .$. | See you later |
| $\ldots \ldots \ldots \ldots .$. | Akiko |
| $\ldots \ldots \ldots \ldots .$. | Hi Kim |
| $\ldots \ldots \ldots \ldots .$. | Don't wait for me at the station. I'll get a bus to your house. What's the bus number? |

## 3. Check your writing: replying to an email

Read Gareth's email. Then write an email to reply to him. Use the information below to answer Gareth's questions. Don't forget to use correct punctuation in your sentences.

Hi Jon,
Where are you? What time do you arrive? Do you want to meet me at my house or the bus station?

See you soon,
Gareth

1. Start the email to Gareth. Use 2 words.
2. Where are you? - bus
3. What time do you arrive? - $8: 30$
4. Do you want to meet me at my house or the bus station? - bus station
5. Finish the email. Use 3 words.
6. Jon

## Discussion

Do you use trains in your town or city?
Do you like travelling by train?
Do you often go to your friends' houses?
What forms of transport do you take when you go and visit your friends?

