

Writing

## An informal letter

I can write an informal letter.

#### Preparation

1 Complete the social activities with a. e. i. a. u and v.

1 g for a b k r d 2 g sh pp ng 3 m t fr nds n t wn 4 pl b sk tb ll 5 h v a c ff 6 l st n to m s c 7 pl t bl t nn s

2 Complete the invitations by writing the first word of each phrase and adding a social activity from exercise I. Use the infinitive without to or the -ing form.

3 Read the Writing Strategy opposite. Then write the missing words to complete the letter below.

Thanks for your letter How !... \_\_\_you? I had a great weekend. Lauren came over and we watched the third Hobbit film on DVD I saw the second film last year and Howard It. I enjoyed the film, but I didn't think it was brilliant. Thereare some exciting scenes, but it's really long and I got a bit bored by the end. Elefore the film, we made pissas and popoors. We ate them while we were watching the film. (The pizza was a bit burned® Would you like to go shopping next weekend? I need to buy a birthday present for my dad, but I want to find someclothes for me at the same time. How about meeting for liunch too? Anyong that's all for 1 . Write again. Problem.

4 Circle the aspects of the film that Paige talks about.

acting characters ending plot scenes script special effects length

#### Writing Strategy

When you write a letter to a friend or relative:

- . Start with: Dear Dake)...
- Begin the main part of the letter with a short introduction. You can use phrases like: How are you? Sony I didn't reply sooner. Thanks for your letter.
- Write in paragraphs.
- · Do not use very formal language in your letter.
- Use contractions (it's, there's, etc.).
- Finish the main part of the letter with a short paragraph.
   You can use phrases like: That's all for now. I'd better go now. Write again soon.
- End the letter with Love, or Best wishes, and your first name.
- Read the task below. Underline the parts of Paige's letter which give extra information about each of the four points.

You and a friend watched a film at your house recently. Write a letter to another friend in which you:

- . Say what film you watched.
- · Give your personal opinion of the film.
- Mention something else you did on that occasion.
- Suggest an activity to do with the friend you are writing to.

#### Writing Guide

6 Write a letter for the task in exercise 5. Remember to include extra information for each point. Do not copy ideas from the model in exercise 3.

(greeting)
(introduction)
(what film!)
(your opinion)
(another activity)

(an invitation)
(final paragraph)
(close the letter)
(sign your name)

CHECK YOUR WORK

(SD) Have you ...

- included extra information for each point?
  followed the correct layout for a letter?
  - checked your spelling and grammar?

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