

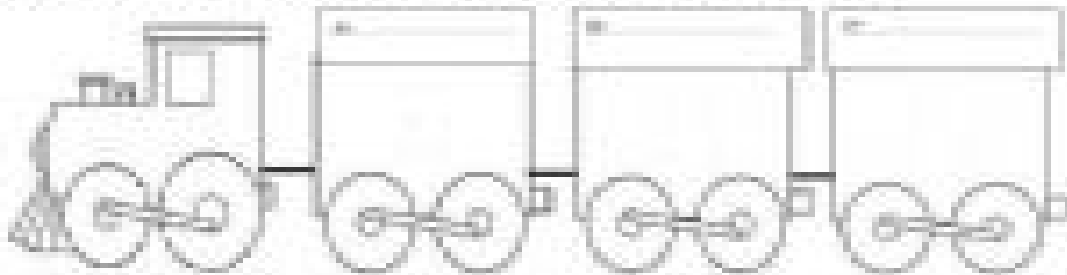
## Writing

Additional space for students \_\_\_\_\_

1. Match the parts of informal e-mails to their examples.

|                    |  |
|--------------------|--|
| 1. Opening         | a. I'll see you soon!  |
| 2. Addressee       | b. How are you doing? I hope I can help you with your problem. |
| 3. Main paragraph  | c. Hello!  |
| 4. Final paragraph | d. I'm sure I can help.  |
| 5. Sign-off        | e. Bye!  |
| 6. Signature       | f. What about your book, Mr. Jones?                            |

2. Put the e-mail messages in their correct speaking parts: beginning, body or closing.



3. Read, imagine you are Gerdie. Write an e-mail to your friend, Lisa. Tell her about your last weekend.

- What did you do?
- Where did you go during your weekend?
- Did you spend any time with your family or your friends?

**Hi Lisa!**

How was your skiing? I hope I \_\_\_\_\_ (have fun), until next week! Bye!

**Gerdie**

Let me tell you about my weekend! \_\_\_\_\_

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