

WRITING

PART 2



AN INFORMAL LETTER OR EMAIL

Cultures and customs

1

Complete the travel advice with the words and phrases in the box. Which two people offer help?

could always good idea how about If I were you if you like must recommend
why don't worth would you like

**I love travelling, and I love going to festivals.
What are the best festivals in the world to see?**

I'd definitely **(1)** the carnival
in Rio de Janeiro, in Brazil. I can help you find a place to stay,
(2)
Fabio



If you're in Thailand in April, it's **(3)** joining in with the Songkran celebra-
tions. Our New Year begins on 13 April, and we celebrate by having big water fights in the street! You'll
get wet, but it's great fun. **(4)** , I'd wear old clothes, though!
Alak

(5) you come to Pamplona, in Spain? In July each year, we have the
'Running of the bulls' festival, when bulls run through the streets and some (crazy!) people run with them!
(6) me to send you a link to the website?
Ana

You really **(7)** see the St Patrick's Day Parade in Boston. It's on
March 17, and some of the costumes are amazing! It's a **(8)** to get
there early, so you get a good view of the parade!
Emma

(9) coming to Scotland for Hogmanay? That's our name for New Year's
Eve. There are brilliant fireworks in Edinburgh at midnight, and you **(10)**
travel a bit further north and go skiing afterwards if you want!
Fergus

2

Read the two emails below. Then answer the questions.

From: Tom
Subject: Summer holidays

Hello Sam,
How are things? Do you fancy coming to stay with me for a few days in the summer holidays? My uncle's given me his old canoe, so we could try it out on the lake near our house. Do you think we'll be able to steer it together? Plus, I've got a new tent, so we could camp out if the weather's good. Should be fun! Let me know.
Write soon,
Tom

From: Sam
Subject: Summer holidays

Hi Tom,
Great to hear from you! Yeah, that sounds amazing! I've done canoeing before, so I reckon we'll be fine. Camping sounds pretty cool too!
See you soon,
Sam

Find ...

1. two ways of beginning informal emails.
2. two ways of ending informal emails.
3. four contracted forms.
4. an informal way of giving an opinion.
5. an informal word for *also*.
6. an informal way of inviting someone to do something.
7. an example of a word omitted from a sentence to make it more informal.
8. an informal word for *very*.

Exam task

3

You have received an email from your English-speaking pen friend Rob. Write your answer in 230-300 words in an appropriate style.

From: Rob
Subject: Festivals

Can you help me with a class project? I have to write about festivals in different countries, and the way people celebrate them. Can you tell me about your favourite festival in your country? What is it and when does it take place? How do people usually celebrate it? Why do you enjoy it?
Thanks,
Rob

Write your **email**.

Exam tips

- You must answer all the questions in the letter. You may need to give advice, offer help, make suggestions or express your opinions.
- Remember to use informal language.
- Don't forget to open your letter or email correctly (*Hi Alison, Dear Nick*) and include an appropriate closing (*Best wishes, All the best*).