



WRITING

1.7

A personal email/letter

I can write a short personal email to introduce myself.

- 1 **SPEAKING** Choose five qualities to describe the ideal exchange student. Discuss with a partner.

confident and independent friendly and outgoing
generous good-looking good at sport honest
interested in computers into the same music as me
keen on the same hobbies as me sensible

- 2 Read the email from an exchange student. Tick the topics in the box that the student writes about.

family ☐ food ☐ hobbies ☐ music ☐
school ☐ sport ☐

- 3 **SPEAKING** Does the person in the email sound like your ideal exchange student? What details would you change? Tell your partner.

- 4 Put the sentences summarising the email in the correct order (1–5).

- a basic information about yourself ☐
b a greeting and information about why you are writing ☐
c say you're looking forward to seeing him/her ☐
d finish with a friendly goodbye ☐
e information about your likes/dislikes/hobbies etc. ☐

- 5 Read the **WRITING FOCUS**. Complete the examples with the phrases in purple in the email.

WRITING FOCUS

A personal email/letter

- Start the letter/email with a friendly greeting:
Dear Nick, / ¹Hi Jo,
- Don't use full forms. Use contractions:
you're (not ~~you are~~) / ²_____
- Use emoticons (😊) or abbreviations (but don't overuse them): Bye for now = Bye 4 now.
- Ask questions to show you want a reply:
What do you enjoy doing at weekends? /
What ³_____?
- Finish the letter/email with a friendly goodbye,
e.g. All the best / ⁴_____.

To: Jo

Subject: C U soon!

Hi Jo,

How are you doing? I'm really excited about coming to stay with you. I'm writing to tell you a bit more about myself.

As you know, I'm sixteen and I live in Venice. My brother and I go to the same school. I'm not crazy about studying but it's OK – my favourite subject is Art. What about you? What subjects are you good at?

In my free time, I'm keen on sports and I'm not bad at volleyball. I'm also passionate about music, especially British bands. At the moment I'm listening to Little Mix all the time. What kind of music are you interested in?

At weekends, my friends and I love going to the cinema. What do you enjoy doing at weekends?

I can't wait to see you next month! I'm sure we'll have fun.

OK, time to finish. Write soon 😊

Bye 4 now.

Carlo



Carlo

