

**Informal**

**Cut- ups: Match language and functions**

start an email	<u>Dear Ann</u> <u>Hi Mohamed</u>
invite someone	<u>Would you like to come</u> to a party next Saturday? <u>Do you want to come</u> to dinner at my house on Friday?
reply to an invitation	<u>Thanks for your</u> invitation. <u>Yes, I would like to come</u> to your house for dinner.
ask for help	<u>Could you help me</u> fill in my application form please? <u>Can you help me with my</u> homework please?
offer to help	<u>Can I help you</u> carry your bag? <u>Would you like help with your</u> homework? <u>Do you want help with your</u> shopping?
give advice	<u>You should go</u> to the doctor's. <u>I think the best thing is</u> to change your course. <u>If I were you I would</u> go to college to study English
apologise	<u>I'm afraid I can't go</u> swimming with you next week. <u>I'm very sorry but I can't</u> come to your class on Monday.
suggest	<u>Can we meet</u> at 7pm <u>What about meeting</u> at 7.00 p.m. outside the station? <u>We could go</u> for a walk in the park.
finish an email	<u>See you soon.</u> <u>Best wishes</u>

Fill in the gaps with the missing words or phrases from above

start an email	_____ Ann _____ Mohamed
invite someone	_____ come to a party next Saturday? _____ come to dinner at my house on Friday?
reply to an invitation	_____ your invitation. _____ come to your house for dinner.
ask for help	_____ fill in my application form please? _____ my homework please?
offer to help	_____ give you a lift to the hospital? _____ do your shopping?
give advice	_____ go to the doctor's. _____ is to change your course.
apologise	_____ go swimming with you next week. _____ come to your class on Monday.
suggest	_____ meet _____ at 7.00 p.m. outside the station? _____ go for a walk in the park.
finish an email	_____ _____

Fill in the gaps with the missing words or phrases (differentiation) - easier worksheet

start an email	_____ Mohamed
invite someone	_____ come to a party next Saturday?
reply to an invitation	_____ come to your house for dinner.
ask for help	_____ fill in my application form please?
offer to help	_____ give you a lift to the hospital?
give advice	_____ go to the doctor's.
apologise	_____ go swimming with you next week.
suggest	_____ go for a walk in the park.
finish an email	_____.

## ***More Practice***

### **E3: Writing Language for Emails**

#### **Put two sentences into each part of the table below**

1. Would you like to come to a party next Saturday?
2. Dear Ann
3. I'm afraid I can't go swimming with you next week.
4. Could you help me fill in my application form please?
5. What about meeting at 7.00 p.m. outside the station?
6. See you soon.
7. Can I help you carry your bag?
8. Best wishes
9. Thanks for your invitation.
10. Maybe you should go to the doctor's.
11. We could go for a walk in the park.
12. Would you like help with your homework?
13. Hi Mohamed
14. Do you want to come to dinner at my house on Friday?
15. I'm very sorry but I can't come to your class on Monday.
16. Can you help me with my homework please?
17. Yes, I'd like to come to your house for dinner.
18. I think the best thing is to change your course.
19. Do you want help with your shopping?

Informal text type

start an email	
invite someone	<u>Would you like to</u> come to a party next Saturday?
reply to an invitation	
ask for help	
offer to help	
give advice	
apologise	
suggest	
finish an email	

Underline or highlight the words in each sentence that you can use in different emails.

Example: Would you like to come to a party next Saturday?

### Task 1

Your friend Aisha invited you to her birthday party next week. She wants you to give her advice about what to cook. You can't go to the party because you have an appointment with the dentist. Arrange to meet another time

**Write an email to Aisha. In your email:**

- apologise
- Give your friend advice about what to cook
- explain why you can't go to the party
- suggest another time to meet her

Write about 60 words

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