

## Task 1

Your friend Leyla had a birthday party yesterday. Leyla invited you to the party but you couldn't go. Write a note to Leyla.

In your note:

- tell her why you couldn't go to the party
- ask her what happened at the party
- invite her to do something with you next weekend.

**Write about 70 words.**

## Task 2

Your friend wants to buy her first mobile phone. She asks you to give her some advice on what she should look for when buying a phone.

Write an email to give advice to your friend.

**You could include:**

- advice on the types of phone
- how much your friend might need to spend
- closing comment and finish

**Write about 70 words.**

## Task 3

You need a lift to the shop because you broke your leg

Write an email to someone in your family.

In your email, say:

- What you need help with
- explain what happened
- tell her a time and place where to meet

**Write about 40 words.**

**Complete the phrases below with informal language for emails**

start an email	<u>Dear</u> <u>Hi</u>
invite someone	<u>i.e. Would you like to come to my party tomorrow</u> <u>Do you want to</u>
reply to an invitation	<u>Thanks for</u> <u>Yes, I'd love to</u>
ask for help	<u>Could you help me</u> <u>Can you help me with</u>
offer to help	<u>Can I</u> <u>Would you like me to</u>
give advice	<u>Maybe you should</u> <u>I think the best thing for you to do</u>
apologise	<u>I'm afraid I can't</u> <u>I'm very sorry but I can't</u>
suggest	<u>What about meeting</u> <u>We could</u>
finish an email	

**Read the email to Tony and decide if the task has been well done**

1. Does it say who the email is to?
2. Does it say who the email is from?
3. Does the writer apologise?
4. Does the writer explain why he/she can't go to the appointment?
5. Does the writer say why he/she wants the teacher's help?
6. Does the writer suggest another time for the appointment?
7. Does the writer use any phrases from Student's Worksheet 1?

**Read the task and the student's answer. Does the student answer the question well?**

You want your teacher to help you with something. Your teacher gave you an appointment for next Monday but you can't go to the appointment.

Write an email to the teacher. In your email:

- apologise
- explain why you can't go to the appointment
- say what you want your teacher to help you with
- suggest another time for an appointment.

Write about 60 words. **Subject:**

our appointment

Hi Tony

I'm very sorry but I can't come to my appointment with you next Monday. My son's teacher wants to speak to me about his schoolwork because he has some problems with maths and English. My son's teacher says she can't see me at any other time.

But I still want to see you if possible because I need you to help me write a very important letter to the council

## Skills for Life E3 Writing Language for Emails – Student’s Worksheet 3

### Task 1

You want your teacher to help you with something. Your teacher gave you an appointment for next Monday but you can’t go to the appointment.

**Write an email to the teacher. In your email:**

- apologise
- explain why you can’t go to the appointment
- say what you want your teacher to help you with
- suggest another time for an appointment.

**Make sure you plan and draft your ideas first**

Write about 60 words. **Subject:**

our appointment

## Language for Emails – Student’s Worksheet 5

You receive this email from your friend Sara who has recently moved to a new area.

From:	sarap@mlc.ac.uk
Subject:	any advice?

Hi  
As you know, I have my two small children to look after and I'm not working at the moment. I'd like my daughter and son to meet other children their age. And also, I'd like to practise my English. Do you have any advice for me?  
Best wishes  
Sara

Write an email to Sara, giving her some advice. Write about 60 words.

To:	sarap@mlc.ac.uk
Subject:	Re: any advice?

Blank area for writing the response email.

For more complete English lessons and worksheets visit [papa-english.com](http://papa-english.com)

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