

# Writing skills

## Informal letters and emails



# Why is it important to write letters and emails?



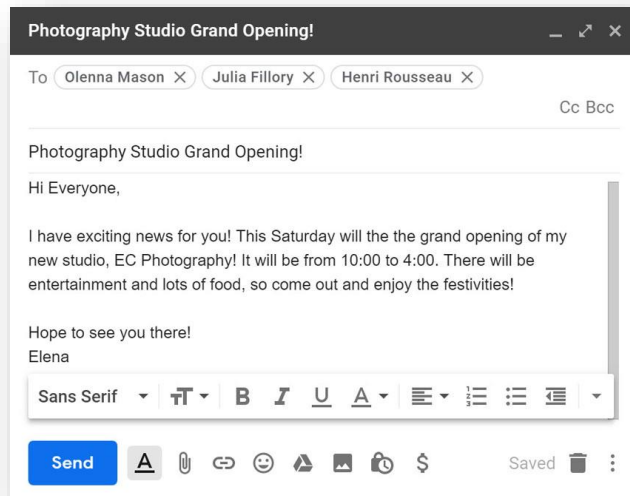
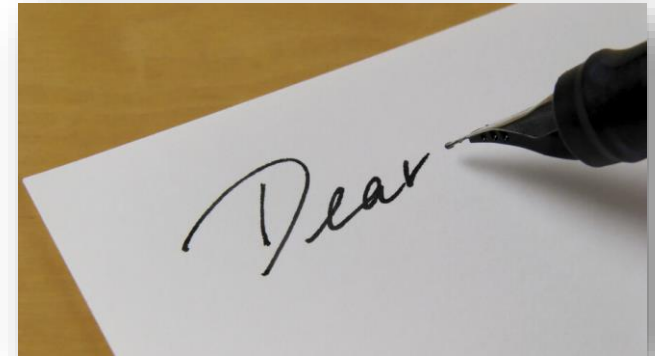
- Part of our everyday life – to communicate information and ideas;
- Part of the National External Evaluation – 10<sup>th</sup> grade;
- Part of the Matriculation Examination – 12<sup>th</sup> grade.



# Parts of letters and emails



- a greeting and an opening sentence;
- a body containing the general message;
- a closing and a signature.



# Task



**Ex. 1 Read the task below and analyse it by answering the questions.**

**Task:** You want to go on a trip to a destination you are interested in, but there are not enough volunteers to form a tourist group. Write an email (100 – 110 words) to your friends or classmates to persuade at least five of them to join you on that trip. You are advised to:

- mention why you would like anyone to accompany you;
- describe the destination of the trip;
- explain what makes this place interesting or important to visit.

1. **What is the main topic of this email-writing task? Underline the key words.**
2. **What do these words suggest that you are expected to include in your text?**
3. **Who are the addressees/receivers of this email?**
4. **What do you want them to do?**
5. **What is the situation?**
6. **What are your reasons for writing it?**

# Task



**Ex. 1 Read the task below and analyse it by answering the questions.**

**Task:** You want to go on a **trip** to a **destination** you are interested in but, there are not enough volunteers to form **a tourist group**. Write an email to your friends or classmates to persuade at least five of them to join you on that trip. You are advised to:

- mention **why** you would like anyone to accompany you;
- **describe** the destination of the trip;
- explain **what** makes this place **interesting or important to visit**.

1. **What is the main topic of this email-writing task? Underline the key words.**
2. **What do these words suggest that you are expected to include in your text?**
3. **Who are the addressees/receivers of this email?**
4. **What are your reasons for writing it?**
5. **What type of text do you have to write?**

# George's email



**Ex. 2 Now, look at the email written by George to his classmates.**

*Hello everybody,*

*You all know my passion for wildlife and my wish to visit one of the most famous zoos in the world - the Prague Zoo. I have just come across a great opportunity to fulfil my dream. A travel agency offers a trip to this destination including a visit of the zoo. Unfortunately, they cannot organise it if there are not at least 20 people in the group and I am the 15<sup>th</sup> on their list. So, I'm looking for 5 volunteers.*

*I can assure you that if you come with me, we'll have the greatest time of our lives. There are more than 5,000 animals of some 680 species that we can observe in their almost natural environment and learn about their behaviour.*

*If anyone of you is interested to join this tourist group, please write to me asap. I'll be extremely happy.*

*Cheers,*

*George*

# Analysing George's email



**Ex. 2 Now, look at the email written by George to his classmates. Decide whether it is a well written message. The following questions can help you form your opinion.**

1. Has George organised his email according to the conventional pattern/ template?
2. Does he address the right people?
3. Does he complete the assigned task fully?
4. Does he develop convincingly all the three suggested content points?
5. Does he give good reasons to support his request?
6. Does he manage to convey his message in a comprehensible and logical way, using language means appropriate to the situation and task?

# Homework



**You have fallen ill and will be absent from school for at least a week.**

**Write an email (100 – 110 words) to your classmate to ask him/her to**

- **inform your teachers about your absence and the reasons for it;**
- **take notes on the homework assignments in particular subjects (mention them in your message);**
- **provide you with this information (mention how, e.g., by visiting you at home or via online communication).**





Thank you for your attention!

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21 October 2023