

Life Intermediate Writing worksheet

Answer key

Units 11 & 12 Writing an email

1 Possible answer

Who?	How?	Why?
<i>My mum</i>	<i>Text message</i>	<i>Practical information, e.g. what time I'll be home</i>
<i>My friends</i>	<i>WhatsApp message</i>	<i>Practical information, e.g. making arrangements to go out</i> <i>Personal information, e.g. asking how someone is</i>
<i>Myself</i>	<i>Post-it</i>	<i>Practical information, e.g. 'To do' list, e.g. shopping list or revision check list</i>
<i>Family member</i>	<i>Card</i>	<i>Personal information, e.g. sending a birthday card</i>
<i>Blogger</i>	<i>Blog comment</i>	<i>Personal information, e.g. giving a response to the information on the blog post</i>
<i>Teacher</i>	<i>Email message</i>	<i>Practical information, e.g. confirming dates and deadlines</i>

2 To find out when the final date for the assignment is due; to request the teacher's comments on the assignment plan

3 I'm writing to find out when the final draft of the assignment is due.

4 1 ✓, 2 ✗, 3 ✗, 4 ✓, 5 ✓, 6 ✗

5 Dear Ms Duarte,

1 I am writing to find out when the final draft of the assignment is due. I know the first draft is due on Friday next week, ...

2 Therefore, I would like to know the final date, too.

Please find attached my plan for the assignment. You will see I have ...

3 I have learnt a lot on this Theatre Studies course. I look forward to the next few weeks.

Best wishes,

Elena

6 organise, learnt, colour, theatre, programme, travelling; Elena is using British English

7 1 licences, licence; 2 program, center; 3 apologise

8 I am writing to find out ..., Please find attached ..., I hope to get the first draft to you by Monday

9 Possible answer

Reason for writing: to inform the teacher that I've sprained my ankle and can't attend class

Information to send: doctor's note from hospital and essay

Future action: send all assignments for the week, plus any relevant notes; return to school the next week if signed-off by doctor

10 Model answer

Dear Mr Harper,

I am writing to inform you that I will not be attending class this week. This is because I sprained my ankle at the weekend and I am unable to walk.

I am sending last week's assignment and the information about my research that you requested. Please could you send me this week's assignment and any other class notes that I will miss? I will work on the assignment and hope to get this to you by Monday next week.

Please also find attached the doctor's note from the hospital for the school office. I hope to return to class next week, but I will let you know if there are any changes to the date.

I do apologise for missing this week's classes.

Best wishes,

Katherine (132 words)

11 Students' own answers

12 Possible answer

Dear Katherine,

Firstly, I am very sorry to hear that you have sprained your ankle. I have forwarded the doctor's note to the school office.

Many thanks for sending me your assignment and your research notes. I will review the assignment today and get back to you with comments. I will send this week's assignment tomorrow as well as all other relevant information.

Please do get in touch if you have any questions about the work this week. I wish you a quick recovery.

Best wishes,

Mr Harper