

Units 11 & 12 Writing worksheet

Writing an email

GOAL: write an email to a teacher to request information.

Include: the reason you are writing; the correct punctuation; consistent spelling; expressions for clear professional emails.

1 Who do you write to in your daily life? How do you write? Why? Read the example and then make your own notes on the table. Share your ideas with a partner.

Who?	How?	Why?
<i>My mum</i>	<i>Text message</i>	<i>Practical information, e.g. what time I'll be home</i>

2 Read the email from a student to a teacher. Why is the student writing?

To: duarte@school.com

From: elenastudent@school.com

Dear Ms Duarte,

I am writing to find out when the final draft of the assignment is due. I know the revised draft is due on Friday next week, but I am trying to organise my time.

Therefore, I would like know the final date too.

Please find attached my plan for the assignment. You will see I have used different colours to show questions and notes. I would really appreciate your comments. I hope to get the first draft to you by Monday.

Thank you very much for all your help. I have already learnt lot on your Theatre Studies course and I am look forward to the next few weeks.

Best wishes,

Elena

Writing skill giving a reason for writing

Good writers make it clear why they are writing. This is especially important in more formal or professional emails to teachers, supervisors at work or people in companies. These types of message need to have a clear reason for writing.

You can be 'chatty' with people you know very well like friends and family but avoid this with other types of message.

Dear Ms Portman,

~~*I'm so tired because I stayed up really late. Anyway, I did finally (!) manage to finish the essay...*~~

I am sending this week's assignment.

3 Underline the part of the text in Exercise 2 giving the reason for writing.

4 Which of the following give a reason for writing? Tick ☒ or cross ☐.

- | | | |
|---|--------------------------|--------------------------|
| 1 You asked me to send the list. I have attached it here. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 We had an excellent class yesterday. | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 I really enjoyed reading the last two books. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Jack asked me to get in touch with you. | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 I'm writing to find out the time of the exam. | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 It's nearly the holidays and we're really happy about that. | <input type="checkbox"/> | <input type="checkbox"/> |

Writing mechanics using correct punctuation

Punctuation and capital letters are important. In more formal emails to teachers, colleagues and bosses, the correct punctuation gives a professional impression.

~~*hi mr grigg im sending u my essay*~~

Dear Mr Grigg,

I am sending you my essay.

Punctuation is also very important for a clear message. The correct punctuation helps the reader to understand. Incorrect punctuation can stop the message being clear.

~~*heres my work for the other assignment i need more time*~~

Here is my work. For the other assignment I would like more time.

5 Rewrite these sections of the text from Exercise 2 with the correct punctuation. Then look back and check.

1 dear ms duarte I am writing to find out when the final draft of the assignment is due I know the first draft is due next week but ...

.....
.....

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 already learnt a lot on this theatre studies course I look forward to the next few weeks best wishes elena

.....
.....

Writing mechanics using consistent spelling

Some words can have different spellings. For example:

British and American English

centre – center aeroplane – airplane

Nouns and verbs

advice (noun) advise (verb)

belief (noun) believe (verb)

practice (noun) practise (verb – British English)

Choose one spelling system for your writing and be consistent throughout the text. This includes using the full or contracted forms of verbs. For more formal emails, use full forms.

I live in the centre of the city, but my school isn't in the center centre. It is It's about 3km away.

Be careful! Spell checks or auto correct on devices can change words incorrectly.

We'll Well, let's chat soon.

Can you remember it's its name?

6 Guess the alternative spelling for these English words. Then look at the text in Exercise 2 and check. What spelling system does the writer use?

organize	_____
learned	_____
color	_____
theater	_____
program	_____
traveling	_____

7 Find and correct examples of inconsistent spelling in sentences 1–3.

1 My younger brother and I are planning to get our driving licenses next year. My other brother has his license already.

2 We are using a new computer programme at school. The IT Centre installed the program on our laptops last week. You need to go to the center to ask about it.

3 I do apologize. I didn't realise that the essay was late. I thought the date was for next week. I need to organise my time better.

WRITE

8 Look at the *Key language* box. Which expressions does the writer use in the text in Exercise 2?

Key language expressions for clear professional emails

Giving a reason for writing

I am writing to find out ...

Having read the information, I have a couple of questions ...

In reply to your email, I am ...

Sending information

Please find attached ...

I am sending the ...

Here is the information you requested.

Future action

I will get back to you as soon as possible.

I hope to get the next draft to you by ...

I will send the other document tomorrow.

9 Prepare to write an email to a teacher. Make a note of the following three points.

Reason for writing

.....

Information to send

.....

Future action

.....

10 Write an email to a teacher. Use your notes and expressions from the *Key language box*. Write 120–150 words.

11 Read your partner's work and tick (✓) the checklist.

Has your partner ...

- ☐ ... included the reason for writing?
- ☐ ... the correct punctuation?
- ☐ ... consistent spelling?
- ☐ ... used expressions for clear professional emails?

12 You are the teacher. Write a reply to your partner's email.