

# Units 9 & 10 Writing worksheet

## Writing an informal message

**GOAL:** write an informal message to share news with a friend.

**Include:** interesting ideas; a clear layout and clear language, words for emphasis; expressions for informal messages.

**1 Discuss the questions. Who do you write the following informal messages to? When and why?**

emails                      text / Whatsapp / Facebook messages                      cards                      letters

**2 Read the messages and answer the questions.**

1 What type of informal messages are they?

2 Who is each one from and to?

3 What is the main point of each message?

To: billy@cool.com

Subject: Hello!

Hi Billy,

It was great to hear from you. Sorry I haven't written for ages. I'm really busy at the moment. We have lots of exams this week and I'm absolutely exhausted! But the exams finish on Friday and I'm definitely going to relax at the weekend.

I'm going to the beach on Saturday with Sam and some friends. It's Sam's birthday and we're having a barbecue to celebrate. It'll be fantastic after all our hard work.

I've got to go now – more studying to do!

See you soon,

Tom

Got your message. Thx! Great news about exams finishing!

Very pleased you're relaxing this wknd. Send me a photo of the barbeque. I'm away this wknd – so excited as seeing my cousins. Will say hi to them 4U.

Write soon!

**Writing skill** including interesting ideas

Make your informal messages interesting by including detail about *who, what, where, when* and *why*.

*I went to the cinema with Jack yesterday. It was his birthday so I paid.*

Add your opinion so your friends or family know what you're thinking.

*We loved the film and we're seeing it again at the weekend!*

**3 Read the messages from Exercise 2 again and answer the questions.**

- 1 Who's doing exams now?
- 2 What's Tom doing after writing the message?
- 3 Where's Tom going on Saturday?
- 4 What does Tom think the weekend will be like?
- 5 When's Billy going to see his cousins?
- 6 How does Billy respond to Tom's news?

**Writing mechanics** using a clear layout and clear language

Informal messages need to be short and easy to read. Use punctuation and a clear layout to help the reader. For emails, use paragraphs. For messages, you don't always need to use small grammatical words such as pronouns.

*I went to a party at the weekend.* = *Went to a party at the weekend.*

When you write informal messages, you can use short forms or abbreviations. For example:

*LOL = laugh out loud = very funny*

*wanna = want to*

Some words have more than one short form. For example:

Thanks = THX or TNX. Ask each other if you don't understand!

**4 Look at parts of some informal emails. Rewrite them to make them clearer.**

alex wanna go to cinema this wknd  
wanna come to

→

film was great but so many people  
there brother didn't get a ticket LOL

→

**Writing mechanics** using words for emphasis

Engage the reader by using words to emphasise your opinions.

*I **really** like it.*

*We're **definitely** going to visit again.*

*It was **absolutely** fantastic.*

Choose strong adjectives.

*The party was **amazing**. The music was **excellent**.*

*The restaurant was **terrible** and the food was **awful**.*

You can also use exclamation marks, but don't use too many.

*The holiday was absolutely fantastic!*

**5 Read the informal messages from Exercise 2 again. Underline words used for emphasis.**

**6 Finish the sentences so they are true for you. Compare your answers with a partner.**

- 1 It was absolutely \_\_\_\_\_. (a film you have seen recently)
- 2 I will definitely \_\_\_\_\_. (a place you visited last year)
- 3 The food is really \_\_\_\_\_. (a restaurant you know)
- 4 I definitely \_\_\_\_\_. (a TV show you watched)
- 5 The things in the shop are absolutely \_\_\_\_\_. (a shop you often go to)

## **WRITE**

**7 Think about a trip you have been on. Make a note of interesting details and something really good and bad about the trip.**

**8 Decide who to write to about your trip. Include one more idea on your notes that you know will interest this person.**

**9 Look at the *Key language* box. Which expressions are used in the texts in Exercise 2?**

**Key language** expressions for informal messages

Opening

*Hi ... ,*

*Sorry I haven't written for ages.*

*Thanks for your last message.*

*It was great to hear from you.*

Closing

*Write soon!*

*See you soon,*

*Best wishes,*

*Bye,*

**10 Now write your informal message. Use your notes and ideas, a clear layout and language, words for emphasis and expressions from the *Key language* box. Write 80–100 words.**

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

Has your partner ...

- ☐ ... included interesting ideas for the reader?
- ☐ ... used a clear layout and clear language?
- ☐ ... included words for emphasis?
- ☐ ... used expressions for informal messages?