

## Preliminary (PET) – How to write an email

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A. Read the task. What are the four things you need to include in your answer?

 **EMAIL**

**From:** Bill

**Subject:** Friday plans

Hi,

I can't wait to see you again this weekend. I'm arriving on Friday, so we have to make a plan for what to do.

I will probably be hungry from the journey. Let's go to a restaurant! Would you prefer to go somewhere nice or to eat something fast?

We could go to meet your friends after dinner. What do you think?

I'd love to hear your ideas too!

See you soon,

Bill

*Me too!* (points to the first paragraph)

*Say what you prefer* (points to the second paragraph)

*I think...* (points to the third paragraph)

*Great idea!* (points to the fourth paragraph)

B. Look at this answer from a student below. They didn't organise it into paragraphs. Mark the answer with / for every paragraph break.

Hi Bill, Thanks for your email. It's great to hear from you. I'm looking forward to seeing you soon too. Going to a restaurant sounds like a good idea. There is a really good Japanese restaurant in the centre of town, so I'd prefer that. I went there with my family last week and we loved it. My friends want to meet you too. Simon said we could go to his house, but I thought it would be better to go out dancing. What do you think? On Sunday, we're going to go to the swimming pool with everyone. Don't forget to bring a swimming costume. I can't wait! See you soon,  
Lisa

How many paragraphs should you write for an email? Is this a strict rule?

C. Organise the useful expressions into the correct category. Can you add any more?

<del>See you soon</del>	It's great to hear from you	Thanks for your email	How about...?
I hope to hear from you soon	Take care	What do you think?	I'd like to...
Let's...	Would you like to...	I was so happy to get your email	All the best

Starting an email	Finishing an email	Making suggestions
	<i>See you soon</i>	

D. Read this email from your English friend Susy and the notes you have made. Write your reply to Susy using **all the notes**. Write your answer in about **100 words**.

**EMAIL**

**From:** Susy

**Subject:** Summer in Italy!

Hi,

I have some really exciting news for you! This summer my parents have booked a trip to Italy and they said I can bring a friend. Do you want to come with us?

It will be so much fun! We can go to Rome and go sightseeing or we could spend some time at the beach swimming in the sea. Which would you prefer?

My parents said they will pay for the tickets now and you can pay them back later.

What other things could we do in Italy?

All the best,

Susy

Yes!

Thank Susy

Say what you prefer

Suggest...

## ANSWER KEY

A. 1- Say you are excited to see Bill too. 2- Say if you prefer a nice restaurant or a fast food restaurant. 3- Agree to meet his friends. 4- Suggest another activity for the weekend.

B.

Hi Bill,

Thanks for your email. It's great to hear from you. I'm looking forward to seeing you soon too.

Going to a restaurant sounds like a good idea. There is a really good Japanese restaurant in the centre of town, so I'd prefer that. I went there with my family last week and we loved it.

My friends want to meet you too. Simon said we could go to his house, but I thought it would be better to go out dancing. What do you think? On Sunday, we're going to go to the swimming pool with everyone. Don't forget to bring a swimming costume. I can't wait!

See you soon,

Lisa

C.

Starting an email	Finishing an email	Making suggestions
It's great to hear from you Thanks for the email I was so happy to get your email	See you soon I hope to hear from you soon Take care All the best	How about... What do you think? I'd like to... Let's... Would you like to...?

D.

Hi Susy,

I was so happy to get your email. I'd absolutely love to join you on the trip to Italy this summer. It sounds like a dream come true!

I can't decide between exploring Rome and going to the beach. How about we do both? A mix of sightseeing and beach time sounds perfect to me.

Your parents' offer to pay for the tickets for now is very generous. Thank you so much! I'll pay them back as soon as possible.

Let's eat delicious Italian food when we are there. I'd like to try real Italian gelato and eat lots of pizza and pasta.

I can't wait for our Italian adventure!

All the best,

Sarah