Write an Email to a Relative in Another Country

B1 · Writing · WORKSHEET

Name: _____ Date: _____

1. Choose the best sentence for the part of the email.

Choose the sentence that fits the purpose.

1. Opening
   Choices: I hope you are doing well. / Answer me immediately.

   Answer: _____

2. Question for the reader
   Choices: Could you tell me how the weather is there? / I am angry about the weather.

   Answer: _____

3. News about yourself
   Choices: I started a new job last month. / Please send money.

   Answer: _____

4. Closing
   Choices: Please write back soon. With love, / This email is finished.

   Answer: _____

2. Plan your email.

Write notes before writing.

1. Who are you writing to?

2. Two pieces of news you want to share.

3. Two questions you want to ask.

3. Write the email.

Write 90-120 words. Use paragraphs and at least one indirect question.

3. Write the email. (continued)

1. Final email