

WRITING PRACTICE 1**AN INFORMAL E-MAIL**

1 Complete the sentences with the adverbs below. Then write M for adverbs of manner, C for adverbs of comment and D for adverbs of degree.

hopefully ■ extremely ■ well ■ obviously ■ unfortunately ■ patiently ■ a bit ■ quietly

- 1 The teacher explained the assignment
- 2 , I didn't pass the exam.
- 3 It's important to get a good education.
- 4 , we can't allow cheating in our school.
- 5 These maths problems are confusing, but I'll manage.
- 6 Some of our students speak English
- 7 , this extra practice will help you succeed.
- 8 Please enter and take your seat.

2 Think of two more adverbs of manner, adverbs of comment and adverbs of degree. Write them in sentences.

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3 Number the following parts of an informal e-mail in the correct order.

- Closing remarks
 Body: information, news and details
 Greeting
 Signing off
 Opening remarks

4 The following sentences and expressions are taken from different informal e-mails. Write where they belong: G (greeting), O (opening remarks), B (body), C (closing remarks) or S (signing off).

- 1 It was great to get your e-mail.
- 2 It's been ages since we were in touch!
- 3 They're really strict at my school.
- 4 I'm trying to have a more positive attitude this year.
- 5 Write back soon!
- 6 Take care,
- 7 Dear Jenny,
- 8 How is everyone?