

Writing Practice**A. Email Structure: Put the Parts in Order**

Write the correct number (1–5) next to each part of an informal email.

- ___ Closing
- ___ Opening greeting
- ___ Main body (reason for writing)
- ___ Final message/questions
- ___ Friendly sign-off + name

B. Correct the Mistakes

Read the email and underline/cross out anything that is incorrect or unnatural. Then rewrite a better version.

Email:

Hi,
I write you because I want to tell you a thing. Last weekend I go to a concert with my brother and we see a band that is liking us very much.

Also, can you tell me what activities I can do when I visit you? I have many homeworks this week so maybe I can't write you more.

Bye,
Sergio

Write your corrected version below

C. Useful Expressions: Match the Columns

- | | |
|---------------------------|---|
| 1. Opening the email | ___A. Anyway, I should go now... |
| 2. Changing the topic | ___B. Hope you're doing well! |
| 3. Asking for information | ___C. By the way, have you heard the news about...? |
| 4. Ending the email | ___D. Could you tell me...? |

D. Expand the Sentences

Rewrite these sentences to make them more natural and detailed.

1. I had a good weekend.

2. Tell me about your plans.

3. Your city is interesting.

E. Mini Writing Task

Write 70–90 words replying to this email:

Hey!

How's everything going? I'm thinking of spending a week in your city, but I don't know what the weather is like or what places I should visit. Any ideas?

Also, what have you been up to recently?

Write soon!

— Emma"
