

## WRITING TIPS AND MODEL ANSWER

### UNIT 2 >>> Digital footprints!

Task type:	Write an informal email
Subskill:	Organise information in informal emails and letters

**Task summary:**

- This writing task asks you to write **an informal email**. You should write **to a friend who lives in New York and who you haven't written to in a long time**.
- This writing lesson is about **organising information in informal emails and letters**. The **HOW TO** box on **page 24** provides you with information on how to do this correctly.
- Try to use the **grammatical structures** in **Unit 2**. Find out how to use **the present perfect simple** on **page 19** and **the present perfect continuous** on **page 21**.
- Try to include some new vocabulary from the *Words & Beyond* lists from page 131.
- Write about **130 words** for this task.

**EXAM TIP**

Remember to use a writing style that's appropriate for the reader. Use informal language when writing for friends or peers and use formal language when writing for strangers or adults.

**Before writing:**

Always make a plan! Use Exercise 3 and the **HOW TO** box on **page 24** to help you organise the content of your email.

**Model Answer**

Hi Mikey,  
 How are you? I can't believe it's been a year since we last spoke. What's New York like? I've always wanted to visit.

I'm writing because Miss Moreno told me that your certificate for your Spanish exam has arrived. The school hasn't updated your address yet. Can you send me your new address so I can give it to them?

By the way, I've got some great news that I'm sure you're **unaware** of. Do you remember Jason Lee? He's just been accepted onto the national gymnastics team. He's been training for this all his life. We're really proud of him.

What have you been doing for the past year? Have you made friends in New York?

Anyway, I've got to go. I can't wait to hear from you.

Best wishes,

Start your email with a greeting and the name of the friend you're writing to.

In the first paragraph, start with an expression like *How are you?* and mention the last time you spoke to / saw your friend.

In the second paragraph, give a reason for writing.

In paragraphs 3 and 4, introduce some news. You could also ask your friend about their news.

The underlined words are grammatical structures that we've learned in this unit. See pages 19 and 21 for advice on how to use them well

Words in **bold** are new vocabulary from this unit. Use new vocabulary from page 131 in your answer.

Finish with a closing expression such as *best wishes* and your name.

In the last paragraph, say goodbye.

**GO BEYOND**

- ✓ Use adverbs and time expressions with the present perfect simple and continuous to give more detail about when events happened, how long for and how many times.
- ✓ Ask questions using the present perfect simple and continuous to show that you can use the correct word order.
- ✓ Use a mixture of all the tenses you've learned in the positive, negative and questions so there is a good variety of words in your work. This makes it more interesting to read.